



Document Request Checklist

- 941 Forms for 2020 and 2021
- Quarterly Profit and Loss Statements for 2019, 2020 and 2021
- Detailed Payroll Journal from January 1, 2020 through September 30, 2021
- Copy of PPP 1 & 2 Loan Forgiveness Applications (3508 Forms)
- Details on any other COVID-19 Tax Credits/Grants the company received

Comments: _____

- Copy of the filed 1094-C Form from 2019 (disregard if the business had under 50 employees in 2019)
- 2019, 2020 and 2021 Tax Returns (disregard 2021 if not filed yet)
- Business Voided Check and Government Issued ID of the Principal
- Completed Client Intake Form
- Completed Mandate Intake Form (if applicable)

