

FIRST AMERICAN FINANCIAL SERVICES, INC.

Typical Information Needed From Our Clients

Sales/Revenue

1. Bank Statements deposits.
2. Sales Report (optional).

Expenses

3. Check Stubs
 - Write who paid to and description (e.g., Mary Smith, cleaning supplies).
 - If payroll check, write Gross, SS/Med, Income Tax Withholding.
 - If draw to owner, write "DRAW."
 - If pay to sub/independent contractor, write "SUB" or "1099."

1001	BALANCE BROUGHT FORWARD	
DATE 1/15/07	DEPOSITS	
TO Kale Kritch		
FOR Payroll	TOTAL	
Gross:950	THIS CHECK	764.33
SS/Med:72.68	OTHER	
FIT:113	BALANCE	

1001	BALANCE BROUGHT FORWARD	
DATE 1/15/07	DEPOSITS	
TO Kale Kritch		
FOR 1099	TOTAL	
	THIS CHECK	300.00
	OTHER	
TAX DEDUCTIBLE	BALANCE	

1001	BALANCE BROUGHT FORWARD	
DATE 1/15/07	DEPOSITS	
TO Kale Kritch		
FOR Draw	TOTAL	
	THIS CHECK	100.00
	OTHER	
TAX DEDUCTIBLE	BALANCE	

4. Cash Receipts
 - Business expenses paid with personal cash (restaurant receipts, tolls, donations, etc.).
5. Credit Card Statements
 - If business credit card (only business expenses), send statement as is.
 - If personal credit card (mix of personal and business), identify business expenses.

Other Information:

1. If hire new employee, send copy W-4 form.
2. If you loan any personal money to the business and deposit this money in the business bank account, please mark these deposits on bank statement (so we don't book as Sales income).
3. If you acquire a loan (auto, truck, equipment, line of credit, etc.), send us the loan documents that show amount borrowed, interest rate, and monthly payment amounts.