Month End Checklist:

- Bank statements from all company bank accounts
- Line of credit bank statement
- Certificate of Deposit statements or itemized list of CD's with account number and balance as of current period end
- Company credit card statements
- Deposit book
- Duplicate checks from check book
- Loan statements or itemized list of loans with account number and principle balance as of current month period end
- Tax exempt sales (all sales are assumed taxable unless reported to me otherwise)
- Special deposits (all deposits are considered income and sales taxable unless reported to me otherwise)

All month end information must be received by the 15th of the following month to avoid possible State and Federal penalties caused by late filing of tax reports.

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