

NISEM CONSULTING GROUP LLC

These are the items you need to bring to us on your first visit.

The following items are required to do your bookkeeping. You may not have all these items in your business but items marked by an * are mandatory.

- All bank statements (*)
- All cancelled cheques and/or cheque stubs (*)
- Copy of incorporation documents (if this is your first year of business) (*)
- Deposit books
- All credit card statements
- If you are a home based business, please supply all:
 - Utility bills
 - Mortgage statement indicating the amount of interest paid
 - Property tax bill
 - Rent receipts or amount
 - Alarm or security system billings
 - Home telephone bills
 - Home internet bills
 - The square footage of your house (include your garage only if you use it for storage/usage of your business items.)
- A listing of invoices that you have not yet been able to collect from your clients that are over 90 days old (and will likely not be able to collect).
- If you carry inventory, a dollar amount of the value of that inventory.
- A listing of all assets (if this is your first year). Include items that were yours personally prior to using for the business. Include items such as:
 - Computer desk
 - Computer
 - Filing cabinets
 - Vehicles
 - Equipment
 - Sheds and /or storage units
- If you have any loans, please include your financing documents. This includes any leases as well. This can include such items as:
 - Vehicle bills of sale
 - Vehicle financing
 - Line of credit statements/terms
 - Loans on equipment

- Operating loads
- If you have any leases, please indicate which items are leased
- Prior year tax return for your business (*)
- All receipts from purchases.

Thank you