



# COMPILATION DOCUMENT CHECKLIST

*The following items are needed before Hagen CPA, LLC can process the compilation.*

- Copies of bank statements for **ALL** Bank Accounts *(or provide log-in access)*
- Copies of credit card statements for **ALL** Credit Cards *(or provide log-in access)*
- Accounts Receivable Report *(if not already entered in QuickBooks)*
- Accounts Payable Report *(if not already entered in QuickBooks)*
- Sales Reports *(if not already entered in QuickBooks)*
- Wage Reports for Reporting Period *(if we do not process payroll)*
- Copy of W-3 *(if we do not process payroll)*
- Inventory Balance as of end of Reporting Period *(or determine if only year-end adjustment)*
- Purchase/Sale Documents of any new Fixed Asset purchases *(i.e. vehicles, equipment, property)*
- Loan Balances *(if we are unable to create Amortization Schedules)*
- Loan Documents for any new loans for the company & what the funds were used for
- Sales Tax Report for Reporting Period