



TRANSACTION WORKSHEET/ PUNCHLIST

All Transactions Must Contain the Following Documentation--- Worksheet/Checklist

CUSTOMER NAME: _____

Address: _____

Tele: _____

Email: _____

Standard Punchlist

- ☐ Application
- ☐ AR & AP aging
- ☐ Recent 6 months P&L and Balance Sheet
- ☐ Previous 2 years Federal Tax Returns (All Pages)
- ☐ Recent 6 Business bank statement(s) showing electronic deposit(s)
- ☐ Articles of Incorporation
- ☐ Owner(s) Personal Financial Statement
- ☐ IRS source document with the company EIN number
- ☐ Copy of the owner's driver's license, (if applicable)
- ☐ Customer List (entity names, address, contact info. All customers that contribute 10% or greater to monthly revenue)
- ☐ All Signed Customer contracts, agreements, binding performance.

These documents are **REQUIRED** for all/ any financial transactions. Failure to submit can cause a delay in process and/ or early decline or disapproval.

COMMENTS:
