Documentation Request Checklist

BUSINESS INFORMATION

- ☐ **A document that confirms your business name, structure, and ownership**. Typically, registration papers from the state that you registered the company.
- ☐ **A copy of the driver's license of the owner(s) of the business.** This is used to confirm your identity and is needed for our files
- ☐ **Certification of Beneficial Owner(s) (Click here to download)**

FINANCIAL REPORTS

Please note updated versions of these items may be requested again closer to closing.

- ☐ **Accounts Receivable Aging Summary and Detail report**
- ☐ **Accounts Payable Summary and Detail report**
- ☐ **Profit & Loss Statement and Balance Sheet** (most recent quarter and year)
- ☐ **Your last fiscal business income tax return.**
  - If you are a new business and did not file a business tax return last year, please provide a copy of your personal federal tax return.
- ☐ **Business bank statements** for the past three to six months.
- ☐ **A document that confirms that your payroll taxes are up to date**.
  - **If you do not have employees**, this is not necessary.
  - **If you use a payroll service**, ask them to email you a copy of your most recent 941 and proof of payment. You may already have a copy in your files.
  - **If you do not use a payroll service**, please provide a copy of your most recently filed 941 form and a copy of the check (or check stub / bank statements) that you used to pay it. If you do not have this, please call us to discuss.

CUSTOMER ACCOUNT(S)

Please note updated versions of these items may be requested again closer to closing.

- ☐ **Customer list containing the following information:**
  - **Name of customer** (required)
  - **Full street address of customer** (required) or street address of its main headquarters. No P.O. Box addresses can be accepted at this time. Please include the customer's street address, city, state, and zip/postal code.
  - **Phone number** (required) - Your customer WILL NOT be contacted by us at this time. We use this information to identify the correct Dun & Bradstreet profile.
  - **Requested credit limit** (required)
  - Average monthly sales for this customer
  - Average time it takes to be paid
  - Current outstanding accounts receivables
- ☐ **Customer contract(s)**
- ☐ **Purchase Orders (PO)**
- ☐ **Invoices**
- ☐ **Proof of Deliveries (POD)**

INDUSTRY-SPECIFIC DOCUMENTS

Additional information may be required based on your industry

- ☐ **Staffing industry**
  - Sample of signed timesheets
- ☐ **Service industry**
  - Sample of signed time sheets
- ☐ **Government contracting**: No additional information is required at this time, but the following information will be requested later in the onboarding process.
  - Contact information of your contracting officer or contract specialist
  - "View rights access' to Wide Area Workflow (WAWF) to verify the invoices
  - SAMS access to periodically verify it reflects the proper banking instructions