

Emergency Preparedness Document for Accounting and Operations

Page 1

Basic Information

1	Legal Name of Business	
2	DBA (doing business as)	
3	Employer Identification Number (EIN)	
4	Business Address	
5	Mailing Address	
6	Name of Business Owner(s)	
7	Company Structure	
8	Type of Business	
9	Annual Report Renewal Date (if applicable)	
10	Business License (City and #)	
11	Other License Acquired	
12	Emergency Contact Information	
13	Name and Contact Information of Attorney, if any	
14	Other	

Banking Information

1	Bank Name	
2	Account Number	
3	Primary Signer of the Account	
4	Who has the online access	

Emergency Preparedness Document for Accounting and Operations

Page 2

Tax Information

1	Type of Federal Tax Return Filed	
2	Most Recent Year of Tax Return Filed	
3	Frequency of WA Business and Occupation Tax Return Filing	Monthly, Quarter or Annually
4	City Business & Occupation Tax Return Filing	Which city/cities:

Accounting Information

1	Location of Books (Paper/Software)	
2	Who has access to the Books	
3	Name and Contact Information of Bookkeeper	
4	Name and Contact Information of Tax Preparer or CPA	
5	Major Customers	
6	Major Suppliers	
7	Revenue Sources	
8	Credit Card Information	
9	Loan Information (if any)	
10	Describe a Flow of Revenues	
11	Describe a Flow of Expenses	