SERVICE	DOCUMENTS REQUIRED We need these up front
Accounting analysis	2018-2019 corporate and personal tax returns 2019-2020 corporate P&Ls and Balance Sheets
Tax analysis	2018-2019 corporate and personal tax returns 2019-2020 corporate P&Ls and Balance Sheets
Workflow analysis	2018-2019 corporate and personal tax returns 2019-2020 corporate P&Ls and Balance Sheets
Compliance analysis	2018-2019 corporate and personal tax returns 2019-2020 corporate P&Ls and Balance Sheets
AP Automation	Client's list of current vendor, addresses & 12 months of AP spend
Shipping Automation	One month of invoices from 3PL, shipping carriers and/or LTL carriers
Digital Wallet - Pay Card Alternative	No data needed up front
Health Benefits	12+ months of healthcare claims data
Class Action Settlements	Varies case-by-case: data needed to help estimate how much the client was impacted by the class action
Property Tax Mitigation	Current property tax bill and assessment
Accelerated Depreciation / Cost Segregation Study	- Previous year's tax return
Work Opportunity Tax Credit (WOTC) / Workforce Hire Tax Credit	No documents needed up front All data is managed through a portal provided to the client
R&D Tax Credit / Manufacturing Incentive	Company Tax Returns for the past 3 years
Credit Card Processing / Merchant Services	Copy of merchant services statement
Wireless Service	Copy of wireless bill / agreement
Copier / Printer Leases & Document Management	Copy of printer lease(s)
Energy Auction	None - Identify contract terms required for energy providers
Waste and Recycle / Waste Management	Waste Management bill / statement / agreement
Workers' Compensation	Workers' comp statements / agreement
Unclaimed Property (*New Service*)	None
COVID Employee Retention Credit or C-ERC (*New Service*)	No documents needed up front All data is managed through a portal provided to the client
Disaster Employee Retention Credit or D-ERC (*New Service*)	No documents needed up front All data is managed through a portal provided to the client
COVID Return to work/Safety	To be discussed on call
Revenue Enhancement	To be discussed on call