

**Initial Document Request – Business Valuation  
Data as of the Valuation Date**

Primary Financial and Entity Information

1. Annual financial statements for the past five years (audited, if available).
  - a. Provided in electronic form if possible (e.g., QuickBooks, Excel, etc.)
2. Any interim financial statements for the past twelve months.
3. Federal income tax returns for the last five years (e.g., 1120, 1120S, 1065, K-1)
4. The most recent financial and strategic forecasts prior to the valuation date.
5. Ownership structure and summary (e.g., shareholders and ownership interests).
6. Complete list of subsidiaries or other businesses/partnerships where the subject entity has an ownership interest
  - a. Include any related financial statements for each subsidiary or business for the past five years
7. Organization chart (functional and ownership)

Additional Financial and Strategic Information (if necessary and not provided previously)

8. Bank statements for all relevant accounts relating to cash and cash equivalents on the balance sheet.
9. General ledger data for the past two years.
10. Most recent accounts receivable aging report, preferably for the month prior to the valuation date, as well as the previous year-end (consistent with audited or year-end financials)
11. Depreciation schedule which illustrates the depreciation methods, useful lives and accumulated depreciation for fixed assets (as of valuation date and previous year-end)
12. Most recent accounts payable aging report, preferably for the month prior to the valuation date, as well as the previous year-end (consistent with audited or year-end financials)
13. Most recent sales, capital or operating budgets (if separate and distinct from strategic forecasts per #4)
14. Most recent business plans (if separate and distinct from strategic forecasts per #4)
15. Breakout of management compensation, including officers' and directors' compensation (separated by salary, bonus, benefits, etc.) for the past five years
16. Summary of dividends or distributions paid during the last five years

Additional Contracts/Reports/Agreements

17. Any operating or management agreements, including amendments, in effect as of the valuation date.
18. Any agreements, including amendments, between related parties as of the valuation date.

- a. Please include any related party transactions and financial amounts involved.
19. Lease agreements in effect as of the valuation date.
20. Any additional agreements that specify restrictions on sales/purchases of stock or ownership interests, including buy-sell agreements.
21. Any appraisals performed within the last two years on the business enterprise, specific assets or inventory, intangible assets, real estate, etc.
22. Details on employee benefit plans, including profit sharing plans, employee stock ownership plans, and pensions.
23. Any key employee agreements or contracts.
24. Any pertinent contractual documents pertaining to intangible assets, including licensing agreements, sublicensing agreements, nondisclosure agreements, development rights, and commercialization or exploitation rights.