

# ***PBS ProCount Business Solutions***

*"Expertise That Counts"*

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## New-Hire List

1. Bank Statements.
2. Credit Card Statements.
3. Copies of Bank Loans.
4. Copies of W4's and I9's on all employees.
5. Copy of prior year tax return.
6. Backup of QuickBooks with password.
7. Copies of any correspondence from tax authorities.
8. Copy of Corporation Papers and Assumed Name Certificate.
9. Federal ID #
10. State ID #