



**JONATHAN W. WHITE**

*Dental Specific Accountants*  
accounting consulting tax

## **Accounting Information Checklist**

The following items are required to complete the monthly accounting in a timely manner. Please mark the applicable items, include the supporting information, and e-mail, upload to secure portal or mail all information once available following month end:

- Bank statements from all business accounts, if online accountant access is unavailable.
- Check register with expense allocations markups, if checks are handwritten
- Loan statements detailing principal & interest allocations along with current outstanding balance.
- Credit card statements with detail expense allocations markups.
- Copies of the invoices for fixed asset purchases (furniture, computer, and / or dental equipment).
- Copies of any new or updated leases / loans and amortization schedules if available
- Practice management reports illustrating Production / Collections / Adjustments by provider.
- Payroll reports by pay period, if online accountant access is unavailable.
- Please utilize the space below to provide other expenses or explanatory information.

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If you have any questions, please contact us by phone or email.