

Generalized Documents and Information Checklist for Valuation of a Business or Business Interest

Financial statements

- Balance sheets, income statements, statements of changes in financial position or statement of cash flows, and statements of stockholders' equity or partners' capital accounts for up to the last five fiscal years, if available
- Income tax returns for the same years
- Latest interim statements if valuation date is three months or more beyond end of last fiscal year and interim statement for the comparable period the year before
- List of subsidiaries and/or financial interests in other companies, with relevant financial statements
- Detailed general ledgers for up to the last five fiscal years

Other financial data

- Equipment list and depreciation schedule
- Aged accounts receivable list
- Aged accounts payable list
- List of prepaid expenses
- Inventory list, with any necessary information on inventory accounting policies (including work in process, if applicable)
- Lease or leases (if lease does not exist or is not transferable, determine what new lease or rental terms will be)
- Any other existing contracts (employment agreements, covenants not to compete, supplier and franchise agreements, customer agreements, royalty agreements, equipment lease or rental contracts, loan agreements, labor contracts, employee benefit plans, and so on)
- List of stockholders or partners, with numbers of shares owned by each or percentage of each partner's interest in earnings and capital
- Compensation schedule for owners, including all benefits and personal expenses
- Copies or descriptions of employee benefit plans
- Schedule of insurance in force (key-man life, property and casualty, liability)
- Budgets or projections, if available

Company and other documents relating to rights of owners

- If a corporation, articles of incorporation, by-laws, any amendments to either, and corporate minutes
- If a partnership, articles of partnership, with any amendments
- Any existing buy/sell agreements, options to purchase stock or partnership interest, rights of first refusal, trust agreements, or other documents affecting the ownership rights of the interest being valued

Other information

- Brief history, including how long in business and details of any changes in ownership and/or bona-fide offers received
- Brief description of business, including position relative to compensation and any factors that make the business unique
- Organization chart, if one exists

- Information on related-party transactions
- Marketing literature (catalogs, brochures, advertisements, and so on)
- List of locations where company operates, with size, and whether owned or leased
- List of states in which licensed to do business
- If customer or supplier base concentrated, list of major accounts, with annual dollar volume for each
- List of competitors, with location, relative size, any other relevant factors
- Resumes of, or list of, key personnel, with age, position, compensation, length of service, education, and prior experience
- Trade associations to which company belongs or would be eligible for membership
- Relevant trade or government publications
- Any existing indicators of asset values, including latest property tax assessments and any appraisals that have been done
- List of patents, copyrights, trademarks, and other intangible assets
- Any contingent or off-balance-sheet assets or liabilities (pending lawsuits, compliance requirements, warranty or other product liability, and so on)
- Any filings or correspondence with regulatory agencies
- Information on prior transactions