

IMPORTANT BUSINESS RECORDS

Name of Business			
Type of Business			
Address			
Telephone Number(s)			
Owner/Partner/Officer			
Contact Number(s)			
Owner/Partner/Officer			
Contact Number(s)			
Owner/Partner/Officer			
Contact Number(s)			
Doing business in the state of:			
Tax ID#			
Federal Employer #			
Location of Articles of Incorporation			
Accountant			
Attorney			
Bank			
Bank Account Numbers			
Bank Sign In		Bank Account Password	
Company Credit Card			
CC Sign In		CC Account Password	
Company Credit Card			
CC Sign In		CC Account Password	
Company Credit Card			
CC Sign In		CC Account Password	
Financial Files are located in:			
Location of CC cards and checkbooks			
Persons with access to financial data/banking			
Persons with access to financial data/banking			
Persons with access to financial data/banking			
Persons with access to financial data/banking			

Internet Presence Management

Website Management			
Website			
Website Host/Provider			
Sign-in and password for website management			
Social Media Accounts	Sign-in	Passwords	
Facebook			
Twitter			
Linked-In			
Google Plus			
Blog Site			
Other			
In case of emergency contact (Employees, Creditors, Suppliers, etc)			
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
Name		Phone/Email	
SPECIAL INSTRUCTIONS			