

# Business Valuation Checklist

## 1 Documents needed

- Last 3 years of Federal Tax Returns (Forms 1065, 1120, 1120S or Schedule C)
- Current Interim Financial Statements (Income Statement and Balance Sheet)
- Cash Flow Forecast (revenue growth and EBITA margin)
- Sales by Customer Report (determine the 3-Firm Concentration Ratio)
- Summary of Current Insurance Coverage (Life, Key Person, Liability, etc.)
- Schedule of Compensation Paid to Each Owner and Family Member for Each Year. (W-2 and 1099 amounts)
- List of One-Time/ Non-Recurring/ Non-Operating Revenues, Expenses, Gains and Losses (if applicable)

## 2 Other

- Financial Data from Tax Returns (Revenues, Expenses, Profits, Assets and Liabilities)
- Land and Building Information (Fair Market Value, Outstanding Mortgage, etc.)
- Name and Address of Business
- Contact Information for Anyone Else Who Would Have This Information Available (CPA, Accountant, CFO, etc.)
- Contact Person's Email Address
- NAICS Code (Industry Code)
- Lease Terms (Monthly Rent, Square Footage)