

## COMPLETE CHECKLIST · 2026

# Documents Needed for a CPA Letter

A print-ready checklist organized by entity type and use case. A CPA needs 5 categories of documents to write a verification letter. Gather everything on this checklist before your engagement to get your letter in as little as 2 hours — with no back-and-forth delays.

**QUICK ANSWER:** A CPA needs 5 document categories — (1) tax returns & financial statements, (2) business registration & entity documents, (3) bank statements, (4) the requesting institution's checklist, and (5) a signed client consent form. The exact documents within each category vary by letter type, entity structure, and the requesting institution.

## The 5 Core Document Categories

1	<b>Tax Returns &amp; Financial Statements</b> Form 1040, Schedule C, K-1, 1120S, 1065, YTD P&L, Balance Sheet — income verification from filed records
2	<b>Business Registration &amp; Entity Documents</b> Business license, articles of organization/incorporation, operating agreement, EIN letter — legitimacy & ownership
3	<b>Bank Statements</b> 3 to 24 months of business and personal statements — cash flow & income cross-reference
4	<b>The Requesting Institution's Checklist</b> Lender template, USCIS requirements, SBA guidelines, landlord instructions — compliance & format
5	<b>Signed Client Consent Form</b> Client authorization specific to the third party — AICPA-required written consent (Rule 1.700.001)

**HOW TO USE THIS CHECKLIST:** Find your business entity type (Page 2) and your use case (Page 3), then gather every checked item. Verify everything against the 8-point completeness checklist (Page 4) before submitting. Submit your complete package at [ignitiontax.com/order-details-199/](https://ignitiontax.com/order-details-199/) for 2-hour delivery.

## STEP 1 · FIND YOUR ENTITY

## Documents by Business Entity Type

Find your structure and gather every item. If you received a Schedule K-1 for either of the last 2 tax years, you need both personal and business returns.

### Sole Proprietor (Schedule C) — 6 items

- Form 1040 with Schedule C — 2 most recent tax years (all schedules attached)
- Year-to-date Profit & Loss statement (PDF, through most recent completed month)
- Business bank statements — 3 most recent months (personal if no business account)
- Business license or DBA registration — if operating under a business name
- Requesting institution's checklist or template
- Signed client consent form

### Single-Member LLC — 9 items

- Form 1040 with Schedule C — 2 years (all schedules)
- Year-to-date Profit & Loss statement
- Business bank statements — 3 months (in the LLC's name)
- Articles of Organization (legal name, formation date, registered agent)
- Operating Agreement (or articles alone confirm 100% ownership)
- State registration — current active-status confirmation
- EIN assignment letter (CP 575 or 147C) — if the LLC has one
- Business license — if required by the institution
- Institution checklist + signed consent form

**S-Corporation Shareholder — 11 items (most complex)**

- Personal Form 1040 — 2 years (all schedules)
- Schedule E — 2 years (shows K-1 pass-through income)
- Corporate Form 1120S — 2 years + Schedule K and Schedule L
- Schedule K-1 — 2 years (connects corporate to personal return)
- W-2 from the S-Corporation — 2 years (salary + K-1 = total income)
- Corporate year-to-date Profit & Loss statement
- Business bank statements — 3 months (corporate account)
- Articles of Incorporation
- Shareholder agreement or corporate stock ledger (ownership %)
- EIN assignment letter (CP 575 or 147C)
- Institution checklist + signed consent form

**Partnership / Multi-Member LLC (Form 1065) — 10 items**

- Personal Form 1040 + Schedule E — 2 years
- Partnership Form 1065 — 2 years + Schedule K
- Schedule K-1 from Form 1065 — 2 years (primary income source)
- Year-to-date Profit & Loss statement (partnership level)
- Business bank statements — 3 months
- Articles of Organization or Partnership Agreement
- Operating / Partnership agreement confirming ownership percentage
- EIN assignment letter (CP 575 or 147C)
- Institution checklist + signed consent form

**Multi-Entity Business Structure — additive (most document-intensive)**

- The complete document set for EVERY entity (3 entities = 3 full sets)
- Organizational chart / entity relationship diagram (ownership %, income flow)
- Intercompany agreement documentation (management fees, loans, services)
- Complete K-1 set from all entities — 2 years each (4 entities = 8 K-1s)
- Institution checklist + signed consent form

**1099 Contractor & Gig Economy Worker — 8 items**

- Form 1040 with Schedule C — 2 years
- All 1099-NEC forms — 2 years (every client/platform)
- Platform income statements (Uber, Lyft, DoorDash, Upwork, Fiverr, Airbnb) — if applicable
- Year-to-date Profit & Loss statement
- Business bank statements — 3 months
- Client contracts or engagement letters — if available
- Business or professional license — if applicable
- Institution checklist + signed consent form

## STEP 2 · FIND YOUR USE CASE

## Documents by Use Case

Beyond your entity documents, your use case adds institution-specific requirements. Add these to your entity checklist.

### Mortgage (Fannie Mae / Freddie Mac) — 12 documents

- Personal returns + IRS tax transcripts (2 years) + W-2s if applicable
- Business returns + Schedule K-1 + year-to-date P&L
- Business bank statements (3 months) + business license + entity formation docs
- Lender comfort-letter template + lender contact information + signed consent form
- FHA adds: CPA-prepared YTD P&L (HUD 4000.1). VA: 2-yr self-employment history.

### SBA & Business Loans — 14 documents

- Personal + business returns — 2 to 3 years (3 years if above \$350,000)
- Year-to-date P&L + year-to-date balance sheet
- SBA Form 413 Personal Financial Statement
- Business bank statements (3 to 6 months, all accounts) + entity docs + EIN letter
- IRS tax compliance confirmation (no delinquent federal tax) + lender checklist + consent

### Apartment & Rental — 7 documents (simplest)

- Form 1040 with Schedule C — 2 years (+ K-1/Schedule E if business entity)
- Year-to-date P&L statement
- Bank statements — 2 to 3 months (personal, business, or both)
- Business license or DBA — if under a business name
- Landlord's income-verification requirements + signed consent form

### Visa & Immigration — 11 documents

- Personal + business returns — 3 years (all schedules)
- All K-1 / W-2 / 1099 forms (3 years) + year-to-date P&L
- Personal bank statements (3 to 6 months) + asset docs for net-worth visas
- Passport copy + USCIS form instructions + immigration attorney specification
- Signed consent form (notarized for international / legal use)

### Down Payment Verification (Fannie Mae B3-4.2-01) — 10 documents

- All standard mortgage income documents (items 1-6)
- Business bank statements — 3 complete months (every transaction)
- Evidence of fund transfer (wire / ACH / check showing business→personal)
- Current year-to-date business P&L
- Business cash-flow analysis — if withdrawal exceeds ~25% of monthly balance

### Legal Proceedings — 10 documents

- Personal + business returns — years specified by court/attorney (divorce: 3-5 yrs)
- Amended returns (if filed) + current balance sheet
- Investment / retirement statements + real estate documentation
- Business valuation documentation — if required
- Court order or attorney specification + signed consent form

STEP 3 · FORMAT & VERIFY

## Format Requirements & Final Check

A complete package in the wrong format delays preparation just as much as a missing document. Confirm all format standards, then run the 8-point check.

### 5 Format Standards

- PDF format** for all documents — not Word, Excel, JPEG, or screenshots
- 300 DPI minimum** for scanned documents (600 DPI for fine print)
- Unencrypted, password-free** — remove protection from IRS, bank, and tax-software PDFs
- All pages included** — every page of every statement and return, no omissions
- Descriptive file names** — e.g. "Form\_1040\_2024\_Jane\_Smith.pdf"

### The 8-Point Pre-Submission Completeness Check

- All required tax returns — personal and business — for the required years, with all schedules
- Year-to-date P&L covering through the most recently completed month
- Bank statements for the required months — consecutive, no gaps, bank-issued PDF
- All entity documents — articles, operating/shareholder agreement, EIN letter, license
- The institution's checklist or template with full legal name and contact info
- All PDFs unencrypted, legible at 300 DPI, and named descriptively
- The signed client consent form — specific to this letter and party
- A cover note — applicant, letter type, institution, deadline, and any known issues

### Missing a Document? Quick Fixes

Missing Document	Fastest Fix
Unfiled recent tax return	Fannie Mae: 2 filed returns + current YTD P&L. Provide IRS extension notice (Form 4868/7004) if extended.
Articles of Org/Inc lost	Secretary of State online business search (5-15 min) or registered agent (1-2 days).
Operating agreement lost	Execute a new one restating original terms (attorney, 1-3 days), or use state tax filings.
EIN letter (CP 575) lost	Call IRS 800-829-4933 for a Form 147C — faxed in minutes. Equally accepted.

Business under 2 years old

Provide all available returns + YTD P&L + prior employment records (related field).

**Documents ready?** Get your CPA letter in 2 hours — flat \$199.

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Questions? WhatsApp **+1 640 400 1076** or email [info@ignitiontax.com](mailto:info@ignitiontax.com) — we send your exact checklist free.

Prepared by Tim Martin, CPA — NY State licensed, AICPA member. This checklist is a general guide; your specific requesting institution may have additional requirements. Ignition Tax is not your tax or legal advisor for your specific situation.