**Financial and Document Information Form**

**for Documenting Your Practice**

1. Safety Deposit Box

Location:

How to access:

2. Bank

Name:

Account number:

Account signors:

Location of records:

3. IOLTA

Account Number

Additional information:

4. Storage Facilities

Location:

How to access:

5. Business Documents

Lease:

Location:

Maintenance Contract:

Location:

Business Credit Card:

Location:

Other:

Location:

6. Health Insurance

Plan:

Account Number:

Contact:

7. Credit Cards

Business Credit Card Name & Account:

Online login id & password:

Accounts which automatically bill to your credit card: