## GET ORGANIZED. STAY ORGANIZED.

Our ProAdvisors suggest a simple filing system for your small business financial documents. Save time and bookkeeping fees by staying organized all year.

RECEIPTS
JAN-DEC

BANK, LOAN STATEMENTS BY ACCOUNT

GOVERNMENT DOCUMENTS PST, GST, PAYROLL, INCOME

LOAN, LEGAL AGREEMENTS KEEP FOLDER WITH CURRENT YEAR CREDIT CARD STATEMENTS BY ACCOUNT

**PAYROLL**BY EMPLOYEE

ASSET PURCHASES
KEEP FOLDER WITH CURRENT YEAR

