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**IMPORTANT INFO**

**BUSINESS SUMMARY**

|  |  |
| --- | --- |
| **Date started** |  |
| **Year end** |  |
| **Accounts filing date** |  |
| **VAT registration number** |  |
| **VAT registration date** |  |
| **VAT quarter end** |  |
| **Business UTR** |  |
| **Business tax pay date** |  |
| **PAYE Reference** |  |
| **Personal UTR** |  |
| **Personal tax pay date** |  |
| **NIC** |  |
|  |  |
| **ICO Registered** |  |
| **Web hosting** |  |
| **IT support** |  |
| **Business insurers** |  |
| **Renewal date** |  |
| **Health policy** |  |
| **Partnership/Shareholder agreement** |  |
| **Wills** |  |
|  |  |
|  |  |
|  |  |
| **Accountants** |  |
| **Solicitors** |  |
| **Software (version)** |  |
| **Paperwork stored** |  |



**Recommendation**

**Amend, print out the list**

**Fill in the details as required**

**Collate key documents**

**Keep in a folder and tell key people who need to know where they can find it.**