

## REMINDER CHECKLIST FORM 947

**Check when complete:**

- Have you signed and dated Form 947 on the bottom of page 1?
- Has your auditor's report been attached?
- Has your auditor's invoice been attached?
- Have you completed all required sections and provided details if required?
- Have you included copies of all receipts or vouchers supporting the expenses reported on schedule 1?
- Have you attached copies of all loan, line of credit and bank overdraft agreements?