

Lender or Professional Meeting Document Checklist

General educational business worksheet

Verify the recipient, organize requested records, document approved handling, and track questions and follow-up.

Safety notice: Do not rely only on an incoming email, text, caller ID, search advertisement, logo, or link. Verify the organization and request through an independently located official channel.

Meeting and recipient verification

Planning item	Response
Meeting purpose	
Organization	
Professional or representative name	
Role	
Date and time	
Official telephone number	
Official email domain	
Official website	
License or registration verification where applicable	
How identity was independently confirmed	
Secure portal or approved delivery method	
Who authorized the document request	

Status	Review item
Not reviewed	Official contact information independently located
Not reviewed	Recipient role independently confirmed
Not reviewed	Request scope and authorization confirmed
Not reviewed	Secure delivery method confirmed

General document checklist

Business identity and ownership

Status	Review item
Not reviewed	Formation documents
Not reviewed	Ownership schedule
Not reviewed	Operating agreement, bylaws, or shareholder agreement
Not reviewed	Good-standing or registration information where applicable
Not reviewed	Licenses and permits

Financial and tax

Status	Review item
Not reviewed	Current financial statements
Not reviewed	Prior financial statements
Not reviewed	Business tax returns
Not reviewed	Bank statements
Not reviewed	Cash-flow forecast
Not reviewed	Accounts receivable summary
Not reviewed	Accounts payable summary
Not reviewed	Debt and guarantee inventory

Operations and contracts

Status	Review item
Not reviewed	Major contracts
Not reviewed	Leases
Not reviewed	Insurance information
Not reviewed	Payroll summary
Not reviewed	Employee or contractor information requested through an authorized process
Not reviewed	Business plan or purpose statement
Not reviewed	Collateral information
Not reviewed	Other industry-specific records

Scope: This is a general checklist only. The receiving professional or institution must identify what is actually required.

Document preparation log

[illegible]

Required note: Do not redact information unless the verified recipient confirms that redaction is acceptable.

Secure transmission log

Document or package	Verified recipient	Approved method	Date sent	Confirmation received	Retention location	Follow-up date

Security warnings

Status	Review item
Not reviewed	Do not email passwords.
Not reviewed	Do not send one-time security codes.
Not reviewed	Do not upload through a link that has not been independently verified.
Not reviewed	Do not send employee, customer, or ownership information without confirming authorization and security.
Not reviewed	Do not upload documents to HonorVale Group.

Questions and follow-up

Status	Review item			
Not reviewed	Why is each document needed?			
Not reviewed	Which date range is required?			
Not reviewed	Is a copy or original required?			
Not reviewed	Who will access the information?			
Not reviewed	How will it be stored and retained?			
Not reviewed	Can sensitive information be redacted?			
Not reviewed	What secure delivery method is approved?			
Not reviewed	When will documents be returned or destroyed where applicable?			
Not reviewed	What additional information may be requested?			
Not reviewed	Who should receive follow-up questions?			
Follow-up item	Responsible person	Due date	Completed	Notes

Related HonorVale Group resources

- [Preparing Financial Records for a Lender or Professional](#)
- [How to Verify a Professional, Firm, Insurer, or Website](#)
- [How to Identify Fake Websites](#)
- [Business Debt and Guarantee Inventory](#)
- [Important Business Documents Inventory](#)

Topic notice: This checklist does not determine which documents are legally required, whether a recipient is entitled to information, whether a security method is sufficient, or whether a loan, tax, legal, accounting, insurance, benefits, or business request is appropriate.

General business education only. This worksheet helps organize information, records, questions, and document locations. It does not verify entries, classify transactions or workers, prepare financial statements or taxes, interpret contracts, determine legal rights or obligations, recommend financing, insurance, benefits, investments, business structures, valuations, buyers, successors, or strategies, establish compliance, predict approval or business performance, or replace qualified accounting, tax, legal, lending, valuation, insurance, payroll, benefits, cybersecurity, human-resources, or regulatory guidance. Review controlling documents and current official information before acting.