

ON A MONTHLY BASIS WE REQUIRE THE FOLLOWING INFORMATION:

- ☐ BANK STATEMENTS (CORPORATE ONLY)
- ☐ PAY STATEMENTS
- ☐ RECEIPTS (NO FOOD AND GAS RECEIPTS)
- ☐ MAINTENANCE INVOICES
- ☐ PERSONAL VEHICLE LOG (ON MYMC APP)
- ☐ PER DIEM LOG (ON MYMC APP)
- ☐ HOME EXPENSES (HYDRO, INTERNET, ETC)
- ☐ CREDIT CARD STATEMENT WITH RECEIPTS (BUSINESS ONLY)
- ☐ CELL PHONE BILLS

OUR APP IS THE EASIEST AND SAFEST WAY TO STORE AND SEND YOUR PAPERWORK.

PROTECT YOUR PERSONAL INFORMATION, DOWNLOAD OUR APP!



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ACCOUNT MANAGER: _____

EMAIL: _____

FOR ALL FURTHER QUESTIONS, PLEASE CONTACT YOUR ACCOUNT MANAGER.
THEY WILL BE HANDLING YOUR PAPERWORK AND FILING YOUR TAXES, ETC.