The Tie-Out Times

RECORDS REQUEST · SHOPIFY / DTC

PROJECT _____ DATE _____

How to send: where the platform allows it, the easiest route is a view-only user for the reviewer, set up by the seller and removed afterward; many platforms offer one. Amazon discourages adding outside users, so for Amazon use exports and a screen-share. Otherwise, download each item from the platform, the bank or the accounting software and send it as it comes out, not rebuilt by hand. Your broker may already have many of these. Bank statements are always sent as PDFs. Share files through the broker's data room, or a Google Drive, Dropbox or OneDrive folder you own, shared view-only; access is removed after delivery. No email attachments. Never send customer names, emails or addresses; summary or anonymized exports are enough. Nobody shares a password. Anything not sent is listed in the report with what it limits.

Red Flag Tie-Out

Send these for either tie-out

- ☐ **Monthly profit and loss (P&L) used for the listing, with the ledger detail** · *24 months, by month*
  FROM Accounting software (QuickBooks, Xero) **SEND AS** Excel or CSV **USED FOR** Listing vs records · Add-back schedule · Month-by-month
- ☐ **Business bank statements, every account the business uses** · *24 months*
  FROM Download from the bank's website **SEND AS** PDF **USED FOR** Listing vs records · Month-by-month
- ☐ **A document for every add-back** · *12 months*
  FROM The invoice, receipt, payroll record or bill behind each add-back **SEND AS** PDF **USED FOR** Add-back schedule
- ☐ **List of suppliers, contractors and key contracts, with copies of any agreements** · *Current*
  FROM Written by the seller; a simple list is fine **SEND AS** Document or PDF **USED FOR** Area ratings · Owner dependence · Risk register
- ☐ **Business tax returns (optional, recommended)** · *Last 2 years*
  FROM As filed (Schedule C, 1065 or 1120-S); Social Security numbers and personal pages blacked out **SEND AS** PDF **USED FOR** Listing vs records
- ☐ **Finance summary and Sales over time, by month** · *24 months, by month*
  FROM Shopify admin **SEND AS** CSV **USED FOR** Listing vs records · Trend · Month-by-month
- ☐ **Payouts from every processor (Shopify Payments, PayPal, Stripe)** · *24 months*
  FROM Shopify admin; PayPal; Stripe **SEND AS** CSV **USED FOR** Listing vs records · Month-by-month
- ☐ **Sales by product** · *24 months, by month*
  FROM Shopify admin **SEND AS** CSV **USED FOR** Area ratings · Revenue quality
- ☐ **Ad spend by month (Meta, Google, TikTok)** · *24 months*
  FROM Each ad account's reporting page **SEND AS** CSV **USED FOR** Listing vs records · Add-back schedule
- ☐ **Supplier invoices** · *12 months*
  FROM As received from the supplier **SEND AS** PDF **USED FOR** Listing vs records · Risk register
- ☐ **Chargebacks and disputes** · *24 months*
  FROM Shopify admin; PayPal Resolution Center **SEND AS** CSV **USED FOR** Listing vs records · Area ratings
- ☐ **Inventory report** · *Current*
  FROM Shopify admin **SEND AS** CSV **USED FOR** Listing vs records · Area ratings

Full Tie-Out adds

Also send these for a Full Tie-Out

- ☐ **Owner task log: hours a week by task** · *4 recent weeks*
  FROM Written by the seller; a simple list is fine **SEND AS** Document or spreadsheet **USED FOR** Owner dependence
- ☐ **List of written procedures (SOPs), with copies** · *Current*
  FROM From the seller's files **SEND AS** PDF or document **USED FOR** Owner dependence
- ☐ **Order export, with customer names, emails and addresses removed** · *24 months*
  FROM Shopify admin **SEND AS** CSV **USED FOR** Revenue quality
- ☐ **Email list size and revenue from email** · *12 months*
  FROM Email platform (Klaviyo, Mailchimp) reports **SEND AS** CSV or PDF **USED FOR** Revenue quality
- ☐ **Bills for the Shopify plan and apps** · *24 months*
  FROM Shopify admin **SEND AS** PDF or CSV **USED FOR** Platform risk
- ☐ **Payment holds, reserves and account warnings** · *24 months*
  FROM Shopify Payments, PayPal and ad account notices **SEND AS** PDF **USED FOR** Platform risk · Risk register

---

A short live check confirms these records, through read-only access or a screen-share with the seller: the same reports opened live and a few months matched. It doesn't replace them.