



# SMITH STAG, LLC

One Canal Place | 365 Canal Street | Suite 2850 | New Orleans, Louisiana 70130  
Phone 504 593 9600 | Fax 504 593 9601 | www.smithstag.com | mail@smithstag.com

Stuart H. Smith<sup>†</sup>  
Michael G. Stag<sup>†</sup>

Lloyd S. Jolibois, Jr., Ph.D.  
Catherine B. Cummins  
Robert D. McMillin  
Sean S. Cassidy<sup>‡</sup>  
Joanne M. Ryan

Of Counsel:  
Barry J. Cooper, Jr.<sup>‡</sup>  
Alan D. Alario, II

<sup>†</sup> Limited Liability Company  
<sup>‡</sup> Also Admitted in Texas  
<sup>‡</sup> Also Admitted in New Jersey

## Service/Hospitality Document Request List

Following is a general list of documentation you should begin gathering in preparation of filing your claim. Please make a note of any of the below listed documents for which you do not keep records.

1. Federal income tax returns from 2005 to 2009 with supporting schedules
2. Monthly sales & use tax information from 2008 through present with supporting schedules
3. Your estimated loss of revenues for the period of claim submission and the upcoming month
4. A detailed list of additional expenditures incurred related to oil spill mitigation and cleanup to be claimed for this period of submission (these expenditures need to be segregated from ordinary operating expenses)
5. Statements on how the spill has led to loss of income or earnings capacity; explain earning anomalies
6. Back up copy of software, if available (e.g., QuickBooks or Peachtree)
7. Monthly Profit & Loss (financial statements) from January 2008 through present
8. 2010 budget, if available
9. Commissions paid or earned
10. Employee time sheets (not essential)
11. Payroll journals March 15, 2010 through present
12. Note agreement on new loans obtained since the oil spill to assist in daily operations.
13. Any insurance claims the you may have already filed for business interruption
14. Copy of your photo identification
15. Copy of business/commercial license.
16. Health care documentation - Report of monthly charges, payments, and adjustments for at least the last two years