



SMITH STAG, LLC

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Wholesale/Retail 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 to 2009 with supporting schedules
3. Monthly Profit & Loss (financial statements) from January 2008 through present
4. Payroll journals March 15, 2010 through present
5. Documentation for cancelled contracts or orders directly related to Oil Spill and contact information of canceling party (name and phone) [BP verifies]
6. Your estimated loss of revenues for the period of claim submission and the upcoming month
7. Detailed list of additional expenditures incurred related to oil spill mitigation/cleanup to be claimed for this period of submission (these expenditures need to be segregated from ordinary operating expenses)
8. Statements on how the spill has led to loss of income or earnings capacity; explain earning anomalies
9. Back up copy of software, if available (e.g., QuickBooks or Peachtree)
10. Commissions paid or earned
11. Franchise fee information
12. Note agreement on new loans obtained since the oil spill to assist in daily operations.
13. Any insurance claims you may have already filed for business interruption
14. Copy of your photo identification
15. Copy of business/commercial license
16. 2010 budget, if available