

# PBC List Template

Prepared By Client — IPO Audit Request List

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*"Start organizing PBC materials 6 months before the audit begins — not when the auditor asks."*

## About the PBC List

A Prepared By Client (PBC) list is the formal document request list issued by your PCAOB-registered auditor at the start of the IPO audit engagement. This template reflects standard categories — your auditor will issue their own specific version. Use this to prepare your team in advance.

*Tip: Assign a finance team member as "PBC coordinator." Track status with: Draft / Final / N/A.*

### A. Corporate & Entity Information

#	Document / Schedule	Period / Scope	Prepared By	Status
1	Articles/Certificate of Incorporation and all amendments	All versions		
2	Bylaws and all amendments	All versions		
3	Board of Directors minutes	3 fiscal years + YTD		
4	Audit Committee minutes	3 fiscal years + YTD		
5	List of all subsidiaries with jurisdiction and ownership %	Current		
6	Organizational charts — legal entity and operational	Current		
7	Certificate of Good Standing for all entities	Current		
8	All stockholder and investor rights agreements	All		
9	All voting and co-sale agreements	All		

### B. Capital Structure & Equity

#	Document / Schedule	Period / Scope	Prepared By	Status
1	Cap table — fully diluted, by share class	Current + each fiscal year end		
2	Option grant schedule — all outstanding grants	Current		
3	Option plan documents — all equity incentive plans	All versions		
4	All 409A valuation reports	All periods with grants		
5	All SAFE note agreements	All		
6	All convertible note agreements	All		
7	All warrant agreements	All		
8	Preferred stock financing documents (Series A through most recent)	All		
9	Board consents approving each equity grant	All		

### C. Financial Statements & General Ledger

#	Document / Schedule	Period / Scope	Prepared By	Status
1	Audited financial statements — income statement, balance sheet, cash flow	3 fiscal years		
2	General ledger trial balance — by account, by period	3 fiscal years + YTD		

#	Document / Schedule	Period / Scope	Prepared By	Status
3	Bank statements and bank reconciliations	3 fiscal years		
4	Revenue recognition policy documentation	Current		
5	Revenue schedule — by contract type, by period	3 fiscal years		
6	Deferred revenue rollforward	3 fiscal years		
7	Accounts receivable aging and AR rollforward	Each quarter		
8	Intercompany transaction schedule and elimination entries	3 fiscal years		

## D. Revenue & Contracts

#	Document / Schedule	Period / Scope	Prepared By	Status
1	All material customer contracts (top 20 by revenue)	Current		
2	Revenue by customer — top 20, with % of total	3 fiscal years		
3	ARR/MRR schedule with rollforward (SaaS companies)	Monthly, 3 years		
4	Churn schedule — customers lost by period	3 fiscal years		
5	Contract modification schedule and accounting analysis	3 fiscal years		
6	Multi-element arrangement SSP documentation	Current policy		
7	Capitalized contract cost (commission) schedule	3 fiscal years		

## E. Equity Compensation & HR

#	Document / Schedule	Period / Scope	Prepared By	Status
1	Stock-based compensation expense schedule — by grant, by period	3 fiscal years		
2	Black-Scholes / option valuation model inputs and outputs	Each grant date		
3	RSU vesting schedule and related expense recognition	3 fiscal years		
4	Executive employment agreements — all C-suite and NEOs	Current		
5	Headcount by department — end of period	Each quarter		
6	Related party compensation to investors, board members	3 fiscal years		

## F. Debt, Leases & Material Contracts

#	Document / Schedule	Period / Scope	Prepared By	Status
1	All credit facility and venture debt agreements	All		
2	All operating and finance lease agreements (ASC 842)	All current		
3	Lease maturity schedule — undiscounted future payments	Current		

#	Document / Schedule	Period / Scope	Prepared By	Status
4	Right-of-use asset and lease liability rollforward	3 fiscal years		
5	All material vendor, supplier, and licensing agreements	All current		
6	Insurance policies — D&O;, E&O;, property, all coverage	Current		

## Prepared by Corviniti — IPO Accounting Advisory

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