**Small Business Pre-Disaster Financial Checklist**

Be prepared for when disasters strike. The Federal Reserve Bank of Kansas City has developed this quick disaster preparedness checklist to help you gather important financial information:

- Complete the Federal Reserve Financial Form
  - Important documents and back-ups
  - Business financial records and back-ups
  - Tax returns for the last three years
- Understand current insurance policies and reassess annually
  - Do you have coverage for leased or owned equipment?
  - Do you need business interruption insurance?
- Complete an inventory of your property and contents
- Have a relationship with your bank
- Develop an emergency financial fund to cover insurance deductibles, short term and reopening costs

Visit [www.kansascityfed.org/planprepareprevail](http://www.kansascityfed.org/planprepareprevail) to find links and resources to help you be financially prepared for a disaster.

“At every disaster, I always hear, ‘I never thought it could happen here or to me.’”

-FEMA liaison