



## YEAR-END PREPARATION CHECKLIST

Please bring the following documents.

### **Bank & Credit Card Reconciliation**

- Bank statements
- Credit card statements
- Outstanding checks/deposits
- Prior months reconciliations

### **Income Verification**

- Invoices issued
- Payment receipts
- 1099 forms received
- Rental/investment income
- Other income (grants, awards, royalties)

### **Expense Verification**

- All business expense receipts
- Utilities/rent/mortgage/internet/phone
- Payroll summaries
- Subscriptions/recurring payments
- Travel/meals/entertainment
- Capital expenditures

### **Asset & Liability Review**

- Fixed asset purchases
- Update depreciation schedules
- Loans and repayment schedules
- Accounts payable & outstanding bills

### **Payroll & Employee Records**

- W-2 & W-3 prepared
- Payroll tax reports (941, 940)
- Benefits/retirement
- Year-end payroll reconciliations



## **Tax Documents & Filing**

- Previous year returns
- Sales tax filings/payments
- Estimated tax payments
- IRS/state notices
- Deduction documentation

## **Financial Statements**

- P&L
- Balance Sheet
- Cash Flows (if applicable)
- Account reconciliations

## **Review & Cleanup**

- Categorize uncategorized transactions
- Correct errors
- Remove duplicates/outdated records
- Ensure digital backup

## **Additional Notes**

- Pending receipts/missing docs
- Client questions for tax planning
- Special reporting needs
- Notes for next year improvements