

# END OF YEAR CHECKLIST

## Financial Records:

- Bank Statements
- Credit Card Statements
- Loan Statements
- Payroll Reports
- Last Year's Tax Return

## Enter into Accounting Software:

- Business Expenses Made on Personal Cards
- Home Office Expenses

## Check Income Statement for:

- Items in Suspense
- Accurate Payroll Totals
- Transactions in Correct Categories

## Check Balance Sheet for:

### Accurate Ending Balances:

- Assets
- Liabilities
- Depreciation
- Inventory
- Accruals

## Forms:

- W9 Forms from Contractors
  - File 1099's
- Adjust 940/941's if Necessary
  - File W-2's