

THINKFORWARD BOOKKEEPING SERVICES – YEAR-END CLIENT CHECKLIST

As we close out the year, here's a simple checklist of the information and documents we'll need from you to finalize your books for 2025.

Deadline: January 15, 2026

Contact: connect@thinkforwardbusiness.com

General Business Information

- ☐ Confirm your business name, address, and contact info.
- ☐ Let us know about any ownership or structural changes this year.
- ☐ Share any new or canceled business licenses, insurance, or permits.
- ☐ Note any major business changes (new locations, services, etc.).

Banking & Financial Accounts

- ☐ Provide December 31 bank and credit card statements for all business accounts.
- ☐ Upload year-end loan or line of credit statements.
- ☐ Include merchant service statements (PayPal, Stripe, Square, etc.).
- ☐ Note any new or closed accounts this year.

Income Information

- ☐ Confirm all invoices were sent and all customer payments received.
- ☐ Share details for any unpaid invoices or customer credits.
- ☐ Upload 1099-K forms from payment processors.
- ☐ Provide sales or POS reports if applicable.

Expenses & Vendor Information

- ☐ Upload receipts and bills not already shared.
- ☐ List large purchases such as vehicles, computers, or equipment.
- ☐ Identify any new vendors added this year.
- ☐ Note personal expenses accidentally paid from business funds.

Payroll & Contractor Details

- ☐ Confirm all payrolls for the year are complete.
- ☐ Provide access to or reports from your payroll provider (e.g., Gusto, ADP).
- ☐ Share W-9s for any new contractors and total amounts paid.

Loans, Assets & Liabilities

- ☐ Upload year-end statements for loans, leases, or equipment financing.
- ☐ Provide invoices for new asset purchases.
- ☐ Share details for any assets sold or disposed of this year.

Home Office or Vehicle Use (if applicable)

- ☐ Provide square footage of your home and office space.
- ☐ Share utility and rent/mortgage totals for the year.
- ☐ Provide mileage logs or total business miles for 2025.

Tax & Compliance Information

- ☐ Provide your prior-year tax return (if not already on file).
- ☐ List estimated tax payments made during the year.
- ☐ Include details of any PPP, ERC, or other relief funds received.
- ☐ Confirm all state and local filings are current.

Other Year-End Items

- ☐ Share your inventory count and value as of December 31 (if applicable).
- ☐ Provide details of insurance reimbursements or one-time income/expenses.
- ☐ Note any major business changes affecting your financial reports or taxes.

Sending Everything to Your Bookkeeper

- ☐ Upload all documents to your secure shared folder (please avoid email attachments).
- ☐ Label documents clearly (e.g., "Chase Checking Dec 2025.pdf").
- ☐ Notify us once everything is uploaded.
- ☐ Schedule a review call if you'd like to discuss year-end items.

Please submit all requested items by January 15, 2026.

Questions? Email us at connect@thinkforwardbusiness.com