Year-End Client Checklist

Finalizing your books for year end

ThinkForward Bookkeeping Services
www.thinkforwardbusiness.com

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 year end.

Deadline: January 15th
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 year end.

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.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 15th.
Questions? Email us at connect@thinkforwardbusiness.com