

Small business year-end checklist

The first two groups are yours: gather these papers and send them to your bookkeeper by mid-January. The last group shows what your bookkeeper or CPA does with them.

Client or engagement

You gather: accounts and loans

- ☐ December statement for every business bank account
Include accounts closed during the year.
- ☐ December statement for every card used for the business
- ☐ Year-end statement for each business loan
Principal owed and interest paid.
- ☐ Form 1098 for a mortgage on business property
 Sole proprietors only; a corporation or partnership uses the lender's year-end statement.
- ☐ Mortgage statement for the last payment of the year

You gather: purchases, people and the rest

- ☐ Receipts for equipment, vehicles and computers
With the date each one went into use.
- ☐ Vendor invoices for large or unusual bills
- ☐ Form W-9 from every contractor or landlord paid by check, cash or transfer
- ☐ List of contractors paid by card or payment app
They get Form 1099-K from the payment company.
- ☐ Vehicle mileage log
Only if you deduct business miles.
- ☐ Home office size and costs
Only if you claim the home office.
- ☐ Inventory count on the last day of the year
Only if you sell products.
- ☐ Health insurance and retirement plan payments by the business

Your bookkeeper or CPA does

- ☐ Reconcile every account through December
- ☐ Review unpaid invoices and bills with you
- ☐ Record assets and depreciation

- ☐ Confirm W-2s with the payroll provider
Due February 1, 2027 for the 2026 year.
- ☐ Prepare and file Forms 1099-NEC
\$2,000 or more paid in 2026, corporations generally excluded. Due February 1, 2027.
- ☐ Prepare the tax return from the year-end package
- ☐ Store the year's records securely
At least 3 years; employment tax records at least 4.