

Year-End Small-Business Tax Guide

Get organized before you hand your books to an accountant. A clean handoff means a lower fee, fewer surprises, and a return you can trust.

GOAL

A clean handoff = lower fee, fewer surprises

Close out your books

Task	Done
Reconcile all bank and card accounts	■
Categorize every expense	■
Record any owner draws or contributions	■
Write off bad debts and obsolete inventory	■

Gather the paperwork

Task	Done
Year-end profit-and-loss and balance sheet	■
Asset purchases and big equipment receipts	■
Mileage and vehicle records	■
Home-office details	■
Records of estimated taxes already paid	■

Handle contractors

Task	Done
Collect a W-9 from each contractor paid \$600+	■
Confirm names, addresses, and tax IDs	■
Prepare and send 1099-NEC forms on time	■

Plan ahead

Task	Done
Ask your accountant about deductions before year-end	■
Review whether your entity type still fits	■
Set aside cash for the tax bill	■
Book your filing appointment early	■

Bring this completed guide to the licensed accountant you choose. You compare quotes and choose who to hire.

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