GRANT & KATIE JOHNSON
CERTIFIED PUBLIC ACCOUNTANTS

2026 BUSINESS YEAR-END CHECKLIST

Please complete and return with your year-end tax information.

Business Name: _____ Contact Name: _____Date Completed: _____

FINANCIAL RECORDS

- ☐ All bank accounts reconciled through December 31, 2026
- ☐ All credit card accounts reconciled through December 31, 2026
- ☐ December 31 bank and credit card statements provided
- ☐ Year-end Balance Sheet and Profit & Loss provided (if bookkeeping is outside our firm)
- ☐ Accounts receivable and payable balances provided, if applicable
- ☐ Cash on hand and petty cash balances confirmed

FIXED ASSETS & LOANS

- ☐ Invoices for equipment, vehicles, and other asset purchases provided
- ☐ Financing documents for new loans provided
- ☐ Assets sold, traded, or disposed of reported
- ☐ Business-use percentages for vehicles and mixed-use assets confirmed

INVENTORY

- ☐ Physical inventory count completed, if applicable
- ☐ December 31, 2026 inventory value provided
- ☐ Inventory count records retained
- ☐ Damaged or obsolete inventory identified

PAYROLL & CONTRACTOR PAYMENTS

- ☐ Final 2026 payroll reports provided or available to our office
- ☐ Payroll tax liabilities reviewed and reconciled
- ☐ Tips and qualified overtime separately tracked, if applicable
- ☐ Payroll provider confirmed 2026 W-2 reporting requirements
- ☐ Contractor payments reviewed for Forms 1099
- ☐ Completed Forms W-9 obtained for applicable vendors
- ☐ Information for Forms 1099 preparation provided, if applicable

OWNERS & OTHER BUSINESS MATTERS

- ☐ Owner/shareholder distributions and contributions identified
- ☐ Loans to or from owners properly recorded
- ☐ Significant business transactions disclosed
- ☐ New business locations, activities, or state operations reported
- ☐ Any IRS or state tax notices provided to our office
- ☐ Retirement plan contributions and related information provided, if applicable

ADDITIONAL NOTES / OUTSTANDING ITEMS