

■ Year-End Tax Organizer (2025)

Close Your Books (Before Tax Filing)

- Reconcile all business bank accounts
- Reconcile all business credit cards
- Review uncategorized transactions
- Confirm owner draws/loans/transfers
- Separate sales tax collected (if applicable)
- Verify inventory or COGS tracking (if applicable)

■ **Expert Tip:** Clean reconciliations are the foundation for accurate tax returns.

■ **Common Mistakes:** Leaving reconciliations undone until tax week.

Contractors, Payroll & Year-End Forms

- Confirm contractor totals and W-9s
- List employees/contractors and year-end forms needed
- Verify payroll reports match payments
- Save copies of W-2 / 1099 filings (when issued)
- Document any bonuses or special payments

■ **Expert Tip:** Create a single year-end folder with payroll + contractor reports.

■ **Common Mistakes:** Not matching payroll reports to bank withdrawals.

Need help applying this to your business?

Book a free consultation: <https://garescconsulting.com/contact/>

■ Year-End Tax Organizer (2025) (continued)

Big Purchases & Tax Planning Notes

- List equipment/vehicle purchases (date + amount)
- Keep receipts and financing documents
- Note business use percentage (if mixed use)
- Track charitable contributions (if applicable)
- Record major business changes (address, ownership, etc.)

■ **Expert Tip:** A simple purchase log helps identify depreciation opportunities.

■ **Common Mistakes:** Missing receipts for large purchases.

Questions to Ask Your Accountant

- Did I operate in multiple states this year?
- Do I qualify for any credits or deductions I'm missing?
- Should I change entity type next year?
- Did I make estimated payments? (dates/amounts)
- What reports should I export from QuickBooks?

■ **Expert Tip:** Bring your questions—this is where you get the most value.

■ **Common Mistakes:** Showing up without totals, dates, or notes.

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