

Year End Financial Checklist:

- Sales (Invoices, Sales receipts, Check stubs)
- Purchases (receipts, invoices, bills, check- carbon copy)
- Statements for bank accounts (checking / savings / credit cards / loans)
- Payroll reports
- Contractors (W9)
- Employees (W4)
- Inventory count as of 12/31/20xx
- Miles for each company vehicle:
 - total miles for the year _____ (business + personal miles)
 - total business miles _____
 - total personal miles _____
- Gather all tax documents that are mailed out (1099, 1098-INT, etc.) * you can also log into your online account with lenders to printout tax documents
- Any other documents your Bookkeeper/ Accountant/ CPA may require