

Year End Accounting Checklist for Businesses



- Gather financial statements
- Gather and organize your receipts
- Collect past due invoices
- Check payroll
- Collect W-9s
- Reconcile bank accounts and credit cards
- Take inventory
- Back up all information
- Create a budget for the following year
- Print and mail out tax forms
- Print out end-of-year statements
- Give necessary data to accountant