

Before Year End:

- Verify information, and update in your accounting software, for all 1099 recipients.
- Obtain a W-9 Form for every 1099 recipient, if not already on file.
- Reimburse the owner for all 2019 business expenses paid for using personal funds.
- Update your yearly mileage log for business miles driven in the year.
- Reconcile all bank, credit card and loan accounts. Review and clean-up any older un-cleared transactions.
- Review and update fixed asset additions and/or disposals.
- Review A/R and A/P subledgers for accuracy.
- Write off any A/R bad debt. Clean up credits on accounts that are errors.

After Year End:

Please provide Sassetti with the following as soon as you are able:

- Final year end financial statements or Quickbooks file
- Year end bank, credit card and loan account statements
- If Sassetti does not assist with your January tax reporting, please provide a copy of the following:
 - 1099 Forms issued
 - W-2s and W-3 or W-2 summary
 - Form 940/FUTA Form
 - Quarterly payroll tax reports
 - December sales tax return
- Completed vehicle usage form or confirmation of the total business miles driven in 2019
- A summary or list of any business expenses paid personally that you were not reimbursed for in the year
- Confirmation of your year end inventory balance
- New financing or loan agreements signed in 2019