

YOUR YEAR-END CHECKLIST

Year end is approaching, so use this year-end checklist to make filing easier.

- Decide on employee bonus payments and withhold the required tax
- Pay your vendors and contractors in full by year end
- Complete 1099s for contractors and file before January 31, 2018 to avoid penalties
- Prepare your records for local, state and federal payroll
- Add medical benefits to W2 if you're an S Corporation
- Check out your income statement to see your profitability
- Add up your quarterly estimated tax payments for the year
- Review all information about current and past employees in your payroll system and make sure it's accurate
- Confirm your tax deadlines – these vary depending on the structure of your business
- Arrange a meeting with your bookkeeper, accountant and/or financial advisor
- Review your goals for the year – and make some new ones for next year

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