

# 2021 YEAR-END CHECKLIST

## FINANCIAL STATEMENTS – P&L (ACCURACY)

- Are there any new business credit card accounts?
- Are there any new business checking accounts?
- Any business expenses in personal accounts?
- Any missing deductions before we close at year-end?

## ASSETS

- Have any new assets been acquired during 2021?
- Including vehicles, furniture, machinery & equipment?
- Have all 2021 purchase agreements for \$2,500 or more been provided?

## LOAN STATEMENTS

- Have all loan statements been provided to record Interests and Principals?
- Have any new loans been acquired?

*Note: If so, we need copies of/access to all loan statements.*

## 1099-NEC

- Have all needed W-9 forms been signed and collected?
- Have all penalties and interests been resolved?

*Note: 1099-MISC has been replaced by 1099-NEC.*

## PAYROLL REPORTS

- Has access to all payroll reports been provided?  
*Note: This includes all payroll processing systems.*
- Have any/all outstanding tax liabilities been resolved?

## TAX PLAN

- Form 1040-ES (**Deadline 1/15/2022**)
- Do not want to have any underpayment in taxes.

*Note: At least 90% of tax liabilities must be met.*

## 2022 FORECAST / PROJECTIONS

- Budgeting tool on income and expenditures.