FOR SMALL BUSINESS OWNERS, SHOPS, FREELANCERS & SIDE HUSTLES

Year-End Checklist 2026

close the books calmly — then start 2027 ahead

NOVEMBER — *Get organised*

- [ ] Reconcile every bank & card account to date
- [ ] Chase overdue invoices & send statements
- [ ] Review profit & loss year-to-date
- [ ] Plan any big equipment purchases
- [ ] Check inventory levels & write off dead stock

DECEMBER — *Close the year*

- [ ] Count physical inventory on the last day
- [ ] Pay contractors & collect W-9 / supplier details
- [ ] Record mileage & home-office use
- [ ] Back up accounting files & receipts
- [ ] Make retirement or year-end contributions

JANUARY — *File & report*

- [ ] Issue 1099-NEC / contractor forms (check date)
- [ ] Send W-2s / payroll summaries (check date)
- [ ] Print the year-end P&L and balance sheet
- [ ] Archive 2026 receipts in one folder
- [ ] Set 2027 budget & sales goals

BEFORE YOU FILE — *Meet your accountant*

- [ ] Gather documents on the organizer (page 2)
- [ ] List questions for your tax professional
- [ ] Confirm estimated tax payments made
- [ ] Note big changes: hires, moves, new products
- [ ] Book your 2027 quarterly reminders

Key dates for 2027 — confirm with IRS.gov or your accountant

____ / ____ : _____ ____ / ____ : _____ ____ / ____ : _____

TAX YEAR 2026 • TICK IT OFF AS EACH DOCUMENT ARRIVES

Tax Prep Document Organizer

one page for everything your preparer will ask for

Document	Where it comes from	Got it	Notes / filed in
1099-NEC / 1099-K forms	Clients / platforms	☐	
1099-INT / bank interest	Bank	☐	
Business bank statements (12)	Bank	☐	
Credit card statements	Card issuer	☐	
Payroll reports / W-2 copies	Payroll provider	☐	
Contractor payments list	Your books	☐	
Year-end P&L + balance sheet	Accounting app	☐	
Inventory count & COGS	Your count	☐	
Mileage log	App / notebook	☐	
Home office measurements	You	☐	
Equipment & asset purchases	Receipts	☐	
Estimated tax payments made	Bank / IRS acct	☐	
Health insurance & retirement	Providers	☐	
Last year's tax return	Your files	☐	

Annual totals

Category	Total $
Gross sales / revenue	
Returns & refunds	
Cost of goods sold	
Advertising	
Software & subscriptions	
Supplies	

Category	Total $
Shipping & postage	
Fees (bank, platform, card)	
Professional services	
Travel & meals	
Phone & internet	
Other	