

### Year-End Bookkeeping Checklist

Avoid costly mistakes and maximize your tax deductions with this Tru-Balance Accounting guide.

### Categorization & Chart of Accounts

- Review all expense categories for accuracy
- Reclassify “Miscellaneous” or vague entries
- Customize chart of accounts to reflect your business model
- Separate personal vs. business expenses clearly

### Mileage & Vehicle Expenses

- Update mileage logs with date, destination, and purpose
- Review calendar and receipts to reconstruct missing trips
- Ensure vehicle expenses are properly categorized

### Contractor & 1099 Prep

- Identify all vendors paid \$600+
- Collect or update W-9 forms for each contractor
- Verify payment totals for 1099 reporting
- Flag any missing tax IDs or addresses

### Monthly Reconciliation


- Reconcile all bank and credit card accounts
- Match transactions to receipts and invoices

## TRU-BALANCE ACCOUNTING

- Resolve duplicate or missing entries
- Review financial reports for accuracy

### Final Review & Tax Strategy

- Schedule a year-end review with your accountant
- Identify potential deductions or deferrals
- Prepare for 1099s, payroll filings, and estimated taxes
- Back up your accounting data securely

 Need help cleaning up your books before year-end?

Tru-Balance Accounting offers reconciliation, 1099 prep, and strategic support for niche businesses. Let's make tax season smooth and stress-free.