



The Business Owner's

TAX PLANNING CHECKLIST

Key areas to review before year-end.



Before the tax-year ends, take a moment to review these key areas to help you make informed decisions and stay ahead.



Business & Income

- ☐ Review year-to-date revenue profit
- ☐ Compare current performance with the prior year
- ☐ Identify significant changes in income
- ☐ Review expected income through year-end



Expenses & Records

- ☐ Review business expenses and receipts
- ☐ Confirm expenses are properly documented
- ☐ Review major purchases and planned investments
- ☐ Make sure your books are current



Tax & Financial Planning

- ☐ Review estimated tax payments
- ☐ Review retirement contributions
- ☐ Consider the tax implications of major financial decisions
- ☐ Review potential year-end planning opportunities



Business Structure & Payroll

- ☐ Review estimated tax business circumstances have changed
- ☐ Review owner compensation and payroll
- ☐ Consider changes in ownership, operations, or business structure



Before Year-end

- ☐ Review business expenses and receipts
- ☐ Confirm expenses are properly documented
- ☐ Review major purchases and planned investments
- ☐ Make sure your books are current