



2023 Small Business Year End Checklist

Year End Records

- Review for accurate accounts payable and receivable
- Review for accurate bank loan/shareholder loan balances and notes
- Provide equipment list (and copy of receipt) for current year with purchases over \$2500 each
- Update each 1099 payee/vendor file with a current W-9
- Update each employee file with a current and complete W-4 and I-9

Banking

- Have a separate account for your business and be sure you are reconciling your bank accounts regularly.
- Provide us with all 12/31 bank statements and reconciliations.
- Provide all crypto currency activity.

Business Loans

- Deposit the full amount of any business loan directly into the business bank account and keep all source documents.
- Provide us with 12/31 balance statements on all loans.
- Shareholder loans must be documented with a note if they exceed \$25,000, please provide all documentation.

Capital Purchases

- Keep all receipts and paperwork for any major purchases.
- Have a written capitalization policy on file.

Corporate Documents

- Ensure you have current minutes, license renewals, etc. for the year.
- Ensure you comply with the new reporting requirement under the Corporate Transparency Act, effective 1/1/2024, https://www.fincen.gov/boi-faqs#B_1

Expenses

- Keep all business expense records.
- Review requirements for issuing 1099s to any service providers, subcontractors, landlords, etc. for your business.
- Reimburse yourself, or employee, for any out-of-pocket expenses by **12/31**.



Employee Benefits

- Notify us if you are providing employee benefits, such as health insurance.
- Include employee use of company vehicle by **12/31** payroll.
- Make employer contributions to employee retirement plans as required.

Inventory

- Physical inventory (actual count) should be done as your business requires.

Mileage

- Keep track of all business and personal miles using a calendar, logbook, phone app, etc. This is also required for a mileage reimbursement program.
- Reimburse yourself, or employee, for any mileage by **12/31**.
- For 2023, the IRS standard mileage rate is 65.5 cents per mile. Beginning 1/1/2024 the IRS standard mileage rate increases to 67 cents per mile.

Payroll

- Be sure to watch the mail for your **new Labor & Industries and Employment Security Department rate notices** that will be **effective January 1st**.
- WA ESD has announced that the 2024 WA Paid Family Medical Leave premium will decrease from .8% to .74%.
- Washington State **minimum wage will increase from \$15.74 to \$16.28 per hour for 2024** (be sure to check your city for any specific minimum wage requirements).
- Employee Retention Credit: if you received any ERC funds in 2023, and we did not file it for you, please provide copies of the 941s as well as working papers.
- Keep timecards/sheets that record hours worked for each pay period with employee signature. Employees must receive some type of receipt with their pay, i.e. check copy, payroll receipt, paystub, etc.

Sales Records

- Sales should reconcile with bank deposits and be broken down by sale type: retail, wholesale, service, and tax collected.

Sales Tax

- You must **collect** sales tax on all retail purchases and most services unless a customer provides a complete and current reseller permit. You must also **pay** sales tax on all capital purchases and supplies not used for resale.