



**BEAN COUNTER**  
BOOKKEEPING SERVICES

# Year-End List

**\*Before 12/31**

- ( ) Run Bonus Checks through Payroll
- ( ) Record & Reimburse for any Personally Pd Expenses  
\*Includes Accountable Plan Payments for S-Corp Shareholders\*
- ( ) Schedule Year-end Inventory Count
- ( ) S-Corp Owners adjust W2 to include Medical Payment
- ( ) Make any large purchases before 12/31
- ( ) Review outstanding Receivable Balances
- ( ) Collect W9's from Contractors
- ( ) Review Employee Benefit Plan for Next Year
- ( ) Categorize any unknown transactions
- ( ) Count & True-up your Petty Cash Account



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# New Year Check List

## \*Before first Payroll\*

- ( ) Update any new Tax Rates in your Payroll System
  - Unemployment
  - Labor & Industries
- ( ) Review your deductions/contributions by employee
- ( ) Update your Health Insurances Benefit
  - Send us your 2026 Rate Sheet
  - Request a Tracking Spreadsheet
- ( ) Reflect Minimum Wage Increases as needed
  - WA is \$17.13 per Hour
  - WA minimum exempt salary is \$80,168.40/year
- ( ) Complete Retirement Plan compliance tasks
  - By 01/15/2026

W2's and 1099's will be sent out by 1/31/2026