

The image is a top-down view of a workspace. At the top, a portion of a black laptop is visible, showing its keyboard. Below it is a silver laptop, also showing its keyboard. In the center, a white rectangular box contains the main title. At the bottom, a hand is holding a white pen and writing on a spiral-bound notepad. To the right of the notepad is a wooden pencil. On the left side, a smartphone screen displays a list of items. The entire scene is set on a dark wooden surface.

Year-End Checklist for Service Pros

WALLETKEEPING

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WALLETKEEPING

Hey, I'm Sara!

You know that easy, breezy, stress-free tax season I've been telling you is *actually* possible? It starts with solid year-end prep (*and definitely doesn't involve chasing down contractors for W-9s on January 30th*).

I know every service pro has a million things on their to-do list right now, so I made this year-end checklist to make sure you don't miss out on any of these important to-dos.

Disclaimer: This guide is for educational purposes only and does not constitute tax, legal, or financial advice. Not every task will apply to every business, and this is not intended to be a comprehensive checklist. Always consult with a qualified tax professional on tax matters.

Year-End Checklist for Service Pros

BOOKKEEPING TO-DO'S

- ☐ Enter and categorize all 2025 transactions
- ☐ Reconcile all bank accounts + credit cards
- ☐ Reconcile loan balance(s) to loan statements
- ☐ Reconcile payroll to payroll reports + filings
- ☐ Follow up on any unpaid invoices
- ☐ Send payment for any overdue bills
- ☐ Perform a physical inventory count (if applicable)
- ☐ Update your fixed assets for purchases/disposals
- ☐ Confirm sales tax has been accurately remitted
- ☐ Review your 2025 financial statements

Year-End Checklist for Service Pros

FINANCE + ACCOUNTING TO-DO'S

- ☐ Compare 2025 budget to actual spending
- ☐ Review cash runway + burn rate
- ☐ Create 2026 budget + goals
- ☐ Review pricing + adjust offerings as needed
- ☐ Audit subscriptions + cancel any unused ones
- ☐ Shop around / compare vendor pricing
- ☐ Review accounting roles + internal controls
- ☐ Book a year-end tax planning meeting
- ☐ Request W-9s from all contractors, make 1099 list
- ☐ Review Q4 income + adjust January estimated tax payment as needed

Year-End Checklist for Service Pros

MISCELLANEOUS TO-DO'S

- ☐ Request reviews from past clients
- ☐ Plan your Q1 content calendar
- ☐ Refresh your website + branding
- ☐ Schedule a brand photoshoot
- ☐ Perform employee reviews
- ☐ Regularly back up all company data
- ☐ Finalize your 2025 mileage log
- ☐ Plan for any year-end employee bonuses
- ☐ Review your health insurance + benefits
- ☐ Assess hiring needs, update your onboarding + offboarding processes



Let's Connect!

I'm passionate about helping small business owners make sense of their finances, bringing a level of organization and attention that makes all the difference. I'm here to ensure everything is in order, so you can focus on what you do best.



BOOK A CALL WITH ME



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