

START PREPARING FOR TAX SEASON NOW

✓ Gather your records

- Invoices/deposit slips/copies of checks received from clients/merchant account statements/cash register tapes/other documents that support gross receipts
- Beginning and ending inventory records
- Checks written to subcontractors
- Business trip log
- Receipts for cash/debit/credit card purchases
- Equipment purchases records

✓ Update/check your books

✓ Accelerate expenses/defer income

✓ Set up/contribute to a retirement plan

✓ Gather Forms W-9 from subcontractors if haven't done so at the time of payment

✓ Understand/maximize tax deductions available for your unique situation

- Make state estimated tax payments before year-end, if beneficial
- Make a charitable contribution to a qualified charity
- Sell off losing stocks

NOTES



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Questions? CONTACT US!

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