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CPAs

2026 MID-YEAR CHECKLIST FOR BUSINESSES

This checklist for businesses should be completed prior to the closing of your books at year-end. Doing so will provide a smoother and more timely start to the preparation of your 2026 tax return!

DONE	TASK	NOTES
☐	› Post your 2025 adjusting journal entries that were provided with your tax return package.	
☐	› Review your trial balance to ensure it and retained earnings matches your 2025 tax return.	
☐	› Review your fixed asset listing for additions and disposals.	
☐	› Reconcile all bank and credit card accounts.	
☐	› Track monthly accrual and prepaid accounts.	
☐	› Track any meals and entertainment expenses.	
☐	› Reconcile payroll accounts to filings.	
☐	› Plan to file 1099s by verifying and collecting W-9s from vendors.	
☐	› Review your accounts payables and receivables for any stale or uncollectable accounts	
☐	› Review inventory levels	
☐	› Review year-to-date P&L for any significant changes in income that could lead to changes in tax estimates or future tax planning.	

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