

## 2019 “TAKIN’ CARE OF BUSINESS” CHECK LIST

- ☐ W9s on file for all contractors
- ☐ Any adjustments to the 940/941s filed during the year
- ☐ Make sure the employee list is up-to-date
- ☐ File W2s by January 31, 2018
- ☐ 1099-MISC, 1099-S, 1099-B by February 15, 2019
- ☐ Check payroll rates/payroll reflects the most current unemployment rate; pay complies with current OT and minimum wage law.
- ☐ Update any changed policies and procedures
- ☐ Update service account passwords and who has access to them
- ☐ Download all online transactions (PayPal, Square, etc; bank statements, online purchases, utilities)
- ☐ Back-up all 2018 electronic records
- ☐ Check inventory
- ☐ Re-evaluate your assets, liabilities and insurance needs
- ☐ Set Goals for the year!
  - ☐ What needs improvement?
  - ☐ What business activities need to be eliminated?
  - ☐ What would you like to achieve?

