



Year-end checklist

Welcome to 2014 year end!

We prepared this checklist to help you complete common year-end QuickBooks tasks.

Some of the tasks are just good financial housekeeping, and the end of the year is a good time for that. Others are required by the government.

Do you have employees?

If you have employees (not independent consultants or contractors), there are additional tasks you should complete at year end, along with additional government forms to file and deadlines to meet.

If you use QuickBooks Payroll, click Employees in the navigation bar, and then click the Payroll year-end guide button to view information about year-end payroll tasks.

If you use a different payroll provider, consult them for items and forms to complete at year end.

If you don't have employees, but use outside consultants or subcontractors, you may need to file 1099-MISC forms. The dates and tasks in this checklist can help you with this. If you're unsure about filing 1099s, consult your accountant.

Thank you for your business in 2014. Here's to a successful new year in 2015!



[View the checklist by task](#)



[View the checklist by date](#)

✓ QuickBooks 2014 year-end checklist by task

- Create and send customer statements
- Make distributions
- Reconcile your accounts
- Run Balance Sheet and Profit & Loss reports
- Prepare for taxes by giving your accountant access to your data

Prepare and file 1099s*

If you use unincorporated vendors, such as outside consultants or subcontractors, you need to send a 1099-MISC form to those who are paid more than a specific amount per year.

- Select the vendors who might need 1099-MISC forms
- Decide whether to e-file or print 1099s
- Order 1099 forms, if printing
- Set up and prepare 1099-MISC forms
- Assign accounts to 1099 boxes
- Check names, addresses, and Tax IDs
- Print 1099s
- Mail 1099s to vendors
- Print a 1099 report
- File forms with the IRS

Close the books

* Setting up and preparing 1099s is a feature that's available only in QuickBooks Plus.

QuickBooks 2014 year-end checklist by date

DECEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Create and send customer statements
- Make distributions
- Start 1099 process*
 - Select vendors who need 1099-MISC forms
 - Decide whether to e-file or print 1099s
 - Order 1099 forms, if printing
- Prepare for taxes by inviting your accountant to access your data

JANUARY 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Reconcile your accounts
- Run Balance Sheet and Profit & Loss reports
- Prepare 1099s*
 - Set up forms
 - Assign accounts to 1099 boxes
 - Check names, addresses, and Tax IDs
 - Print forms
 - Print finished copies
 - Print 1099 report
 - **January 31:** Deadline to send 1099-MISC forms to vendors
- Close the books

FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- File 1099s
 - **February 28:** Deadline to *mail* forms 1099-MISC and 1096 to IRS, if you choose to *print* 1099s
 - **March 31:** Deadline to *e-file* your 1099 info with the IRS, if you choose to *e-file*

* Needed only if you use unincorporated vendors (outside consultants or subcontractors). Setting up and preparing 1099s is a feature that's available only in QuickBooks Plus.