



# Stress Free Tax Season Checklist

## Monthly Bookkeeping Checklist

- Categorize all income and expenses
- Reconcile bank accounts
- Reconcile credit card accounts
- Upload or attach receipts
- Review Profit & Loss for accuracy
- Check for duplicate or missing transactions
- Confirm bank feeds are working
- Set aside money for taxes
- Update mileage or travel logs
- Review outstanding invoices or bills

## Quarterly Review Checklist

- Review top expense categories
- Compare revenue trends
- Check unused subscriptions
- Review sales tax/TPT requirements
- Update budget or spending plan
- Ensure 1099 contractors are tracked
- Back up financial documents

## Year-End Prep Checklist

- Reconciled through December
- Profit & Loss reviewed
- Balance Sheet reviewed
- Receipts uploaded
- Milage log complete
- Loan balances updated
- Inventory counted
- 1099s issued
- W9s collected
- Final income review

## Wellness Business Specific Reminders

- Track product sales separately
- Record package redemptions
- Separate personal/business purchases
- Track continuing education expenses
- Record tips properly
- Update retail inventory

## Reflections

- What felt organized this month?
- What felt messy or unclear?
- What habits supported your business?
- What needs attention next month?
- What would make tax season easier?

**If you're ready to save hours every month and finally feel on top of your books, RW Bookkeeping is here to help. Visit <https://reawinton.com> to schedule your free consultation and get the support your business deserves.**