BookkeepingCo.

GROWING STRONGER BUSINESSES

Q4 Financial Cleanup

Start in October. Finish strong in January.

Free Virtual Class | Wednesday, October 7, 2026 | 10:00 a.m. Pacific

Use this checklist to spread year-end tasks across the last quarter instead of facing them all at once. Check off each item as you go.

Gather Before You Sit Down

Put everything in one place so you are not stopping and starting.

- ☐ Statements for all accounts: bank, credit card, HSA, petty cash, retirement
- ☐ Usernames and passwords for all state and local tax accounts
- ☐ Vendor information for everyone you have purchased from
- ☐ Payroll records from your payroll software (the totals must match your books)

Step 1: Reconcile Every Account

Using QuickBooks Online? Using another program? The steps are the same; the screen names differ.

- ☐ QBO: accept downloaded transactions on the bank transactions screen (the "waiting room") so they reach the register
- ☐ Find the last month each account was reconciled and check the beginning balance
- ☐ If the beginning balance is off, find the transaction in the register that is not at the bank, or the reverse
- ☐ Reconcile every month and every account to the issuing bank or lender's statement
- ☐ Guide on my website: Quick Help Reconciliation Guide

Step 2: Review Your P&L

Once every account is reconciled, check the buckets.

- ☐ Run a Profit & Loss for the year
- ☐ Confirm each item is in the right category
- ☐ Clean up your chart of accounts so your P&L is easy to read
- ☐ Guide on my website: P&L Review Guide

Step 3: Vendors, W-9s, and 1099s

W-9s lead to 1099s for the vendors that require them.

- ☐ Pull the full-year vendor list; every person or place you paid should be a vendor
- ☐ Add vendors paid in cash that are not tracked in petty cash
- ☐ Refer to the IRS documentation (irs.gov) for the current guidelines on which vendors require a 1099
- ☐ Current W-9 on file for every vendor who falls under the rules (ideally all vendors)

☐ Guide on my website: QBO 1099 Compliance Guide

Final Tie-Out Checklist

When all five are true, you are done.

☐ All bank, loan, and credit card accounts are reconciled and categorized correctly
☐ All vendors have current W-9s
☐ Payroll on your P&L matches your payroll documents for the year
☐ Sales tax paid (if you collect it) matches your P&L and the state and local records
☐ Your balance sheet matches all loan statements

Your Q4 Game Plan

Spread the work out so it does not land all at once.

☐ October: gather documents, reconcile, review your P&L
☐ November: vendors and W-9s, run the tie-out checks, meet with your tax preparer
☐ December: fix any gaps, make final payments, back up your file
☐ January: final reconcile, issue 1099s and W-2s by the deadline, send your preparer the package

This handout is general guidance, not tax or legal advice. Confirm deadlines and thresholds with your tax professional.