

2025 Year-End Tax Preparation Checklist

Income Review

- Gather all W-2s and 1099s
- Reconcile bank and credit card statements

Notes: _____

Expense Tracking & Deductions

- Categorize all business expenses
- Collect receipts for major purchases
- Track mileage logs

Notes: _____

Retirement Contributions

- Fund SEP IRA / Solo 401(k) / Traditional IRA
- Consider Roth conversion

Notes: _____

Estimated Taxes

- Review quarterly estimated tax payments
- Make Q4 payment by January 15, 2026

Notes: _____

Real Estate & Investment

- Consider bonus depreciation or cost segregation
- Track capital gains and losses

Notes: _____