

# QUARTERLY CHECKLIST

## Q1

- Review and update fixed asset list
- Submit estimated tax payments - 1/15
- Finalize annual budget and goals for the year
- Complete 1099's for prior year - 1/31
- Gather/organize tax documents

## Q2

- Review Q1 results vs Budget
- Prior year IRA Contributions deadline - 4/15
- File taxes or extension - 4/15
- Submit estimated tax payments - 4/15
- Set up initial tax planning session
- Submit estimated tax payments - 6/15

## Q3

- Review Q2 results vs Budget
- Evaluate cash savings for the slow season
- Submit estimated tax payments - 9/15

## Q4

- Review Q3 results vs Budget
- Deadline for filing Business Taxes on extension - 9/15
- Deadline for filing Personal Taxes on extension - 10/15
- Have year-end tax planning session
- 401k Contributions deadline - 12/31

# ANNUAL CHECKLIST

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- Review compensation plan for all employees
- Get competitive insurance quotes
- Update your business' online profile & hours
- Verify your legal address and agent
- Check for any old recurring payments
- Complete a full market study & update rates
- Verify your insurance coverage is appropriate
- Get updated W9's from your contractors
- Check for any unused phones/tablets
- Clean up/archive old email accounts
- Review benefit offerings, quote insurance
- Review debt and interest rates
- Check/use your credit card rewards
- Review your most common zip codes
- Check your merchant fee rate
- Assess your internal service offerings
- Check personal and business credit
- Create an off-site backup of all financial data



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