

QuickBooks & QBO Users Year-End Instructions

The email that accompanied this Request List contained:

- *An Engagement letter that needs to be signed and returned to us along with a retainer for your year-end work.*
- *A list of your fixed assets for you to review and note any changes (if applicable).*
- *The dates that we have scheduled into our calendar to devote to your year-end work.*

PROCEDURES (AFTER THAT LAST TRANSACTION ON 12/31)

- Post your daily deposits through 12/31/2025.

Make a back-up of your accounting data that cannot be changed or altered. Please test the back-up to make sure that it captured the data and that you can access it. Please let us know if the password to open this file.

In early January 2026, you will complete your bank reconciliation to verify your checking accounts are accurate. Please make sure you save a PDF copy of the bank reconciliation to send with the year-end bank statement.

How to send us your documents:

All of the emails that you receive from FKCo have a Share File clickable link in the signature line. Look for the "Click here to upload files." Please try to send all the files at one time. This helps us to prevent lost and lonely documents and we can assure that everything is saved correctly.

Important Reports and Documents To Send FKCo

Sign, date and return your Engagement Letter and Business Questionnaire with any applicable Retainer.

1. If you use Quickbooks, send us a back-up copy (.QBB Extension) of your reconciled QuickBooks file.

We will not be updating the QB file and sending back, so a back-up may be the easiest way to send the file. (Note, you do not need to send an Accountant's Copy or choose a cut-off date this way).

1a. If you use QBO, confirm to FKCo that all transactions in QB Online are made, reconciled and you are ready for us to begin our work.

If you are using QB Online and have not shared access with FKCo, please contact your FKCo representative to receive instructions on how to provide us access. Note, it will not be the rep email address, we have a master email.

2. December Bank Reconciliation Reports and Bank Statements

Please send us these two documents for each business bank account.

3. Accounts Receivable with Aging, if applicable

Please review the A/R report and make notes of any debts that are not collectible.

4. Inventory, if applicable

Please provide a copy of your inventory balance

5. If you purchased any fixed assets for \$2,500 or more.

Please send us the invoices for these items. For vehicles, we need the purchase agreements.

6. Accounts Payable Listing with Aging

Please review the A/P report and make notes of any amounts owed that are not accurate.

7. Credit Card balances.

Please send us the statements for December and also send us a list of any transactions that posted to that credit card between the statement date and December 31st.

8. Gift Certificate Balances

Please provide the amount of customer gift certificates balances on 12/31, if applicable

9. Line of Credit and Loans

Please send us the December 31st statements that show the principal balance as of that day. For any new loans, please send those loan documents showing terms of the note. This includes a print out for any EIDL loans that you may have.

10. Sales Tax

Please send us copies of all sales tax reports filed for 2025 for all states you paid sales tax in.

11. Business Income Tax - estimated payments (Federal or State)

Please send us documentation for all business est income taxes paid for 2025. (if applicable)

12. Payroll Documents

Please send us a copy of your employees' W2s and form W3 for 2025.

Please send us a payroll summary report by employee for wages paid in 2025.

Tell us which department each employee worked in if not provided on payroll summary reports.

Please send us a copy of your employees' W2s and form W3 for 2025.

Tell us the dates covered by this payroll so we can report any wages/commissions earned in 2025.

Please send us a copy of your employees' W2s and form W3 for 2025.

ERC or OTHER payroll tax credits (FFCRA/WOTC)- Did you file for or receive any Employee Retention Credits for a

prior year? If so, what account did you record those in?

Please send us a copy of all 941 and 941-X forms filed for 2025 (or prior years if amended in 2025).

13. Owner Health Insurance

Please provide the amount of medical insurance premiums that were paid on behalf of each owner (and their family) by the company. Note, for S-Corps, please confirm this figure was properly reported on the W2.

14. Retirement plan changes

The SECURE 2.0 Act creates tax credits for retirement plans initiated in 2023 (and beyond). Please check this box and provide more information if you started a plan in the prior fiscal year.

15. 1099 Forms

Please send a copy of any 1099 forms you receive (including 1099-K forms) as well as the 1099 forms you issued in the year.

NOTE: Many 1099-K forms will not be received until after 3/31; if that is the case for your company, please run a full year summary report that shows gross sales and any fees, taxes, etc. from the processor (CC, PayPal, EBAY, Reverb, others) and send us that.

16. Multi-State Reporting

Do you do business in any state other than your home state? If so, please provide us with a state apportionment schedule listing sales generated, inventory & property owned, and payroll & rent incurred in each state. (Note, we should discuss sales made through a market place facilitator (like EBay or Reverb)).

Notes to your preparer: