

2025 Year End Checklist

- Submit documentation for all equipment/vehicles, real estate, or other **asset purchases** made in 2025.
- Ensure all 2025 **supporting documentation and statements** have been submitted.
- Ensure hourly employees meet the **Minimum Wage** of \$15.00 beginning January 1, 2026
- If you maintain **petty cash**, prepare to count and supply the balance as of 12/31/2025.
- If you have **inventory**, plan for a physical count and supply the balance as of 12/31/2025.
- If Bell Solutions processes your payroll, ensure **employee addresses** on file are accurate.
- If you signed up for Bell Solutions to process your 1099s, please supply all requested **W9s**.

PREPARE TO PROVIDE IN JANUARY:

- All final bank, credit card, loan and POS system **statements** that Bell Solutions does not have online access for.
- If you used a personal vehicle for business in 2025, please supply all **business mileage**.
- If you offered employee benefits in 2025, submit **employee benefit** statements (i.e.: Health Insurance and Retirement plans)