

2025 Year End Checklist

- Submit documentation for all equipment/vehicles, real estate, or other **asset purchases** made in 2025.
- Submit all final bank, credit card, loan, and POS system **statements** that Bell Solutions does not have online access for.
- Ensure all 2025 **expense receipts** have been submitted.
- Ensure hourly employees meet the **Minimum Wage** of \$15.00 beginning January 1, 2026
- If you maintain **petty cash**, supply the balance as of 12/31/2025.
- If you have **inventory**, supply the balance as of 12/31/2025.
- If Bell Solutions processes your payroll, ensure **employee addresses** on file are accurate.
- If Bell Solutions is processing your 1099s, ensure all **W9s** have been submitted. .
- 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)