2024 Year End Checklist

DECEMBER TO DO'S

☐ Complete your Beneficial Ownership Information report by January 1st. Learn more

☐ Submit documentation for all equipment/vehicles, real estate, or other **asset purchases** in 2024.

☐ If you have inventory, plan for a physical year-end count as of 12/31/2024.

☐ If you signed up for Bell Solutions to process your 1099s, please supply **W9s** for all contract labor, subcontractors, rent payments, legal fees, and any other payments made to non-corporations in 2024.

☐ If Bell Solutions processes your payroll, please ensure **employee addresses** on file are accurate.

☐ Ensure all **supporting documentation and statements** through November 30th have been submitted.

☐ Ensure hourly employees meet the increased **Minimum Wage** of $13.50 beginning January 1, 2025

PREPARE TO PROVIDE IN JANUARY

☐ PDF **statements** for December bank, credit card, and loans that Bell Solutions does not have online access for.

☐ If you maintain **petty cash**, prepare to count and supply the balance as of 12/31/2024.

☐ If you used a personal vehicle for business in 2024, please supply all **business mileage.**

☐ If you offered employee benefits in 2024, submit **employee benefit** statements (i.e.: Health Insurance and Retirement plans)