

## 2025 Mid-Year Checklist

The CFO on the Go process is designed to keep your small business *tax and audit ready* at all times. Please take a moment to ensure the following [applicable] items have been completed for 2025 so far. **#LesCFOontheGo!**

- ☐ Submit **weekly receipts** for all expenses that do not have Rules on file.
- ☐ Submit supporting documentation to support all **Bookkeeping Rules for 2025**. Unverified Rules will become Uncategorized transactions as of June 30<sup>th</sup>.
- ☐ Review, and submit receipts for, any **Uncategorized Transactions**.
- ☐ Submit **monthly reports** for all payment platforms or point-of-sales systems. (Paypal, Stripe, Square, Venmo, Shopify, Honeybook, etc.)
- ☐ Submit **bank statements** for all business accounts.
- ☐ Submit **credit card and loan statements** for all business accounts.
- ☐ Submit a copy of your **2024 Income Tax Return**.
- ☐ Submit **W9s** for all non-employee labor/subcontractors that have been paid in 2025.
- ☐ Submit detailed receipts for **equipment purchases** made.
- ☐ Submit owner **business mileage** logs.
- ☐ Submit statements for all **Employee Benefit** accounts.
- ☐ Ensure that **Estimated Taxes** have been paid, per your tax accountant's schedule.
- ☐ Ensure biennial report has been filed with the Secretary of State. (LLCs)
- ☐ Ensure written **annual minutes** have been completed. (LLCs)
- ☐ Supply **home office** documentation through June 30.