FOR FRANCHISE, MULTI-LOCATION AND MULTI-ENTITY OWNERS

Year-end moves to make while the year is still open.

Your books close December 31 whether they are ready or not. Check off the moves that apply to your business, then bring this list to your year-end conversation.

- [ ] **Collect a W-9 from every contractor**

  EVERYONE WHO PAYS CONTRACTORS

  Form 1099-NEC is due to contractors and the IRS by January 31. Request missing W-9s now, not in the last week of January.

- [ ] **Reconcile registers and delivery app payouts through Dec 31**

  RESTAURANTS · FRANCHISES · MULTI-LOCATION

  Agree Toast, Square or Lightspeed sales to deposits for every location, and match Uber Eats, DoorDash and Grubhub payouts with fees broken out.

- [ ] **True up intercompany balances**

  MULTI-ENTITY GROUPS

  Due-to and due-from accounts should agree, entity pair by entity pair, before consolidation.

- [ ] **Count inventory at year end**

  MARKETS · DISTRIBUTORS · MANUFACTURERS

  A year-end count anchors cost of goods sold and the margin you report.

- [ ] **Reconcile payroll before W-2 season**

  EVERY EMPLOYER

  Match year-to-date wages to payroll tax filings. W-2s are also due by January 31.

- [ ] **Review royalty and ad-fund statements**

  FRANCHISEES

  Check the year's royalty and ad-fund charges against the sales they were calculated from.

- [ ] **Update job costing and WIP schedules**

  CONSTRUCTION · HVAC

  Bring open jobs current so year-end income reflects where each contract stands.

DECISIONS, NOT JUST DATA ENTRY

Have the tax planning conversation before Dec 31.

Some year-end items are decisions you can still make this year. After December 31 they are history, and the return simply reports what happened.

Entity structure

Is each location or business in the right entity for where you are headed next year?

Timing of big purchases

Equipment, vehicles and build-outs: which side of December 31 they land on matters.

Sales tax

Confirm every location's December sales tax is captured and filed on schedule.

New tax law provisions

Franchise owners: read our guide to the Big Beautiful Bill provisions at support.neatbooksllc.com.

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General information, not tax or legal advice for your situation. Deadlines can shift when they fall on a weekend or holiday. Talk to a tax professional before acting on any of these moves.