



HOYT^{PC}
ADVISORS | ACCOUNTANTS

Year End Checklist

Get ready for end of the year

W-2's

- Check for employee address changes
- Order forms if printing your own W-2's
- Distribute to employees by January 31, 2022

1099's

- Identify payments made for rent or services of \$600 or more
- Send W-9 to the identified vendors to get the information needed to issue 1099
- Distribute 1099 NEC for services by January 31, 2022
- Distribute 1099 MISC for rents by January 31, 2022

Inventory

- Schedule a date near December 31, 2021 to count your physical inventory

Fixed Assets

- Identify any fixed asset purchases
- Contact your CPA or tax preparer to get updated depreciation amounts for 2021