

Tax season has a way of sneaking up on you, and the best way to reduce stress is to prepare in advance. Getting organized early makes tax season much easier once things get busy.

Practical Steps

Getting organized ahead of tax season helps you feel more confident, prepared, and in control of your business finances. Here are a few practical steps you should focus on *before* tax season officially begins.

- Start by making sure your bookkeeping is up to date. All income and expenses should be entered, categorized correctly, and reconciled against your bank and credit card statements. If transactions are missing or unclear, now is the time to fix them.
- Review your financial reports. Your profit and loss statement and balance sheet should make sense to you. Look for anything that feels off, such as unusually high expenses, missing income, or negative balances that need clarification.
- Confirm contractor and employee information. Make sure names, addresses, and tax details are accurate so 1099s and W-2s can be prepared correctly and on time.
- Separate personal and business expenses. If anything personal ran through your business account, flag it now. Clean separation makes tax preparation smoother and helps avoid questions later.
- Organize your documents. Keep receipts, invoices, payroll records, and tax notices in one place so they are easy to access when your tax preparer asks for them.
- Review last year's tax return. Looking at prior-year deductions, credits, and problem areas can help you avoid repeating mistakes and ensure nothing important is overlooked this tax season.
- Check in with your tax professional or bookkeeper. A quick review or planning call can help identify potential issues early and make sure you are on track before deadlines approach.

Start Your Prep Now

If you would like support reviewing your books or getting everything in order before tax season, [reach out to us today](#). We are happy to help you get organized and ready.