



# QuickBooks Cleanup Checklist For Tax Season

## Why You Need This Checklist

Before you file your taxes, your QuickBooks file must be accurate, complete, and organized. This checklist helps you review the most critical parts of your books so your accountant can file without delay or error.

## Checklist: Is Your QuickBooks File Tax-Ready?

### Bank Accounts

- All bank accounts are fully reconciled through the most recent statement
- No unreconciled transactions are older than 30 days

### Bank Accounts

- Credit card accounts are reconciled through the latest statement
- Personal charges are categorized correctly or removed

### Income and Expenses

- All income is categorized under the correct revenue account
- Expenses are categorized accurately (e.g., advertising, meals, travel)
- No uncategorized transactions remain in any month
- No negative income or duplicate entries appear in P&L

### Accounts Receivable / Payable

- Accounts Receivable / Payable
- Open invoices are reviewed and adjusted as needed
- Unpaid vendor bills are accurate and not duplicated

### Payroll (if applicable)

- Payroll entries are posted in the correct period
- Payroll liabilities match payment records and reports

## Balance Sheet

- Loans and liabilities reflect actual remaining balances
- Owner's equity and retained earnings are updated properly
- No negative asset or liability balances exist without justification

## Tax Prep & Year-End Readiness

- Chart of accounts is reviewed and cleaned up
- Reports are ready: Profit & Loss, Balance Sheet, General Ledger
- All business-related receipts and supporting documentation are stored
- Prior-year adjustments (if any) have been applied
- Books are closed for the prior year (or flagged for review)

## Common Signs You Need a Professional Cleanup

- Your P&L looks off or inconsistent month to month
- Reconciliations haven't been done in over 60 days
- You've used multiple bank or credit card accounts without syncing
- There are hundreds of uncategorized transactions
- You're planning to send your books to a CPA who has asked for "clean data"

## Need Help? Let Us Handle It

RemoteBooksOnline specializes in QuickBooks cleanup. Our expert bookkeepers will reconcile your accounts, fix your categorizations, and prepare your books for tax season.

You'll get a clean, reconciled file with:

- Monthly P&L
- Balance Sheet
- Bank Reconciliation Reports
- Summary of issues fixed
- CPA-ready output within 5–10 business days

## Get Started

Contact us today to schedule a cleanup and avoid delays, missed deductions, or IRS penalties.