Year-End Wrap-Up & Tax Season Checklist

Start with whatever matters most to your center and check each box as you go. Every task links to a step-by-step article.

1 Close out your books

Reconciliation keeps your records accurate and aligned.

- ☐ **Write off uncollectible balances** • Write off bad debt
- ☐ **Reconcile your deposits and expenses with your bank statement** • Bank Statement Reconciliation | New to reconciling?
- ☐ **Reconcile digital payments that didn't post** • Reconcile Digital Payments
- ☐ **Calculate beginning balances for the new year** • Calculate Beginning Balances
- ☐ **Create new General Ledger dates** • General Ledger Dates
- ☐ **Run family accounting & agency reports** • Family Accounting and Agency Reports

2 Payroll & tax forms

Get your W-2s, 1099s, and tax tables ready for filing.

- ☐ **Change the payroll year** • Change the Payroll Year
- ☐ **Depending on your vacation time policy, zero out vacation so it doesn't carry forward** • Zero Out Benefit Hours
- ☐ **Update or download tax tables for the new year** (available for download in January – watch the Newsfeed for an announcement) • Update Tax Tables | First-Time Download | FUTA/SUTA
- ☐ **Set up vendor tracking for 1099s** • Vendor Tracking for 1099s
- ☐ **Prepare W-2s** • W2s & Tax Forms | E-filing
- ☐ **Multiple tax IDs? Print W-2s per location** • Print W-2s Separately
- ☐ **Review W-4 withholding questions** • W-4 FAQ
- ☐ **Review how tax deposits are recorded** • Tax Deposit Example

3 Prepare your families

Families often need records for taxes or reimbursement.

- ☐ **Print or email end-of-year statements** • End-of-Year Statements | Email Statements
- ☐ **Encourage families to set up a MyProcare account to generate their own statements and make digital payments** • Generate a Statement | Make a Digital Payment

4 Plan for the new year

Proactive planning sets up a smooth start.

- ☐ **Add closures & holidays to your calendar** • Add Closed Days
- ☐ **Update tuition rates or apply an increase** • Change Rates
- ☐ **Set up recurring payments** • Recurring Payments | Send Payment Requests in Batch
- ☐ **Build your budget** • Create a Budget
- ☐ **Review enrollment & capacity** • FTE | Forecasting | Waiting Lists
- ☐ **Learn something new** • Register for a Training Session

TAX TIPS

Are your tax tables current? Tax tables will be available for download in January. To check yours, go to Configuration > System > Accounting Management > Payroll > Payroll Formulas, choose Federal or State, and check the Start Date (usually January).

Housing allowance on a W-2? With Procare W-2/1099 Software you can edit that person's W-2 manually. Ask your tax adviser or the IRS how to report it.



TUCKER CHAT

Reach out to Tucker for questions and support!

Log in to Procare Desktop. Click Tucker in the top right corner. Tucker provides AI-powered answers anytime, with the option for live support during business hours: Monday - Friday, 7 a.m.- 7 p.m. ET.