

Penny Wise



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# It's fa-la-la finally December!

This time of year can be incredibly stressful between year-end closing (*keep reading for a handy checklist*) and navigating the holiday season... so I'm going to make sure this email gets straight to the point!

If you don't read anything else in this newsletter, **read this!** We have two big bank holidays that fall on a Monday coming up: December 25th, 2023, and January 1, 2024. Make sure that you have a plan in place to adjust for payroll or any other important payments due on these dates.

## Want to work together in 2024?

We want to help you get back to what you love and do. We don't judge the status of your books or lack there of. We are 100% judgment free! Let us help create a system that works for you so you have the reports you need to make great business decisions.

Click the link on our website to set up a call to learn more about what we can do to help you reach your goals and have less stress in 2024!



# It's Almost 1099 Season!

## HOW TO GET A HEAD START ON 1099-NECs BEFORE JANUARY

- Make a list of all contractors you paid for services this year and verify the amount paid to each contractor.
- Make sure you have a W-9 on file for each contractor you paid over \$600 or request one **now!**
- If you paid via credit card, the payment processor will issue a 1099-K instead if reporting requirements are met. *(Keep an eye on my social media this month for more info on these changes!)*

## Year-End Checklist

Feel a little lost when it comes to ALL the things you have to do as a business owner at the end of the year?

I've put together a FREE Year-End Business Checklist to help point you in the right direction when it comes to:

- Accounting
- Business Systems
- Information Technology
- Marketing and MORE!

Visit our website or click the link in my signature to get your free copy.

One last update from Every Penny Books before you go, we'll be officially Out of Office from 12/22/23 to 1/1/24. We will be checking emails periodically but our team will be enjoying this time with friends and family, and we hope you do too!



- *Laurene*