Annual checklist

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When	Task	Who	Time (est.)	Tool (our pick)	Official source	Done
Nov-Dec	Tax-planning review with your tax preparer: profit to date, owner pay, equipment purchases, retirement contributions, fourth-quarter estimates	Owner	1-2 hrs	Your tax preparer		☐
Nov-Dec	Collect or refresh W-9s for every contractor and vendor you may need to send a 1099	Owner	30 min	Jotform	IRS: Am I required to file a Form 1099?	☐
Dec	Review the chart of accounts and set next year's prices, holiday rates and deposit policies	Owner	1 hr	Pricing Calculator		☐
Dec 31	Year-end inventory count: retail, food and supplies; record the count and adjust inventory in QuickBooks	Manager	1-2 hrs	QuickBooks Online		☐
Dec 31	Fixed assets: list kennels, runs, grooming tables, vehicles and equipment bought or disposed of this year with invoices; give the list to your tax preparer	Owner	30 min	QuickBooks Online		☐
Jan 31 (Feb 1, 2027)	Form W-2 to every employee and Forms W-2/W-3 to the Social Security Administration	Owner (payroll provider files)	15 min	Gusto	IRS: Employment tax due dates	☐
Jan 31 (Feb 1, 2027)	Form 1099-NEC to each contractor and to the IRS. Threshold: $2,000 or more for payments made after Dec 31, 2025 (adjusted for inflation after 2026)	Owner	30 min	Gusto	IRS: Am I required to file a Form 1099?	☐
Jan 31 (Feb 1, 2027)	Form 940 annual federal unemployment (FUTA) return (Feb 10 if all FUTA deposits were made on time) and fourth-quarter Form 941	Owner (payroll provider files)	10 min	Gusto	IRS: Employment tax due dates	☐
Jan 31 (Feb 1, 2027)	Arkansas: state copies of W-2s with the ARW3 reconciliation, AR941A if you are an annual withholding filer, and 1099s	Owner (payroll provider files)	15 min	Gusto	Arkansas DFA: Withholding due dates	☐
Feb 28 (Mar 1, 2027)	Arkansas AR3MAR annual reconciliation of 1099 forms	Owner	15 min	Gusto	Arkansas DFA: Withholding due dates	☐
Jan 20	Annual sales tax return, only if DFA assigned you annual filing	Owner	15 min	Arkansas ATAP* (state sales tax portal)	Arkansas DFA: Sales and use tax due dates	☐

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Mar 15	Partnership (Form 1065) and S corporation (Form 1120-S) returns and K-1s, or Form 7004 extension (extended due date Sep 15)	Tax preparer	-	Your tax preparer	IRS Pub. 509 (2027) draft	☐
Apr 15	Form 1040 with Schedule C (sole proprietors and single-member LLCs) or Form 4868 extension (extended due date Oct 15); C corporation Form 1120 or Form 7004 (extended due date Oct 15)	Tax preparer	-	Your tax preparer	IRS Pub. 509 (2027) draft	☐
Apr 15	Arkansas returns: AR1000F individual (extension to Nov 15), AR1100S S corporation and AR1050 partnership (calendar-year filers)	Tax preparer	-	Your tax preparer	Arkansas DFA: Individual deadlines and extensions	☐
May 1	Arkansas franchise tax report and payment for LLCs and corporations (no extensions; LLC minimum $150)	Owner	15 min	Your tax preparer	Arkansas Secretary of State: Franchise tax	☐
Renewal date	Business license, kennel permit and any animal-facility inspection: rules are local, so check your city and county for what applies and when it renews	Owner	30 min	Your city or county		☐
Jan-Feb	Year-end packet to your tax preparer: P&L, balance sheet, fixed-asset list, inventory count, 1099 list, loan statements, payroll year-end reports	Owner	2-4 hrs	QuickBooks Online		☐
Jan	Records: archive last year's statements and reports; keep per IRS record-retention guidance	Owner	30 min	IDrive	IRS: How long should I keep records?	☐
Jan	Annual access and security review: QuickBooks users, bank users, payroll admins, reservation-system roles	Owner	30 min	1Password Business / Teams		☐

Dates: Due dates move to the next business day when they fall on a weekend or legal holiday (federal: IRS Pub. 509; Arkansas DFA taxes: Ark. Code 26-18-105). Dates here are for calendar-year businesses and were checked Nov 26, 2026. Always verify at IRS.gov and dfa.arkansas.gov before you file.

*ATAP (Arkansas Taxpayer Access Point) is the Arkansas Department of Finance and Administration's free online portal for filing and paying state and local sales tax. If your business is not in Arkansas, check your state's and local sales taxing authorities' websites for how to register, file and pay. Source: https://atap.arkansas.gov/

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