Year-End Invoicing Checklist

uniqinvoice.com

2026 edition, in date order

MID-NOVEMBER See where you stand

- [ ] **Run an aging report**
  List unpaid invoices by age and contact every client with one over 30 days old.
- [ ] **Invoice all finished work**
  Check projects, time logs and messages for anything done but not billed.
- [ ] **Ask clients for their payment cutoff**
  Find the date of their last payment run and what they need on the invoice.

BY DECEMBER 15 Get the last invoices out

- [ ] **Send December invoices early**
  Give each one a due date that falls before the client's cutoff.
- [ ] **Schedule January's recurring invoices**
  Set retainers and monthly packages to go out while you are away.
- [ ] **Confirm how your income is counted**
  Cash or accrual? Ask your accountant before you time an invoice or a payment.

BY DECEMBER 31 Close the books

- [ ] **Match payments to invoices**
  Every deposit should point to an invoice. Record partial payments too.
- [ ] **Decide on invoices that won't be paid**
  Keep chasing, issue a credit memo or write it off, with your accountant's input.
- [ ] **Collect W-9s from contractors**
  Get one from everyone you paid. A 1099-NEC is due at $2,000 or more for 2026.
- [ ] **Back up this year's invoices**
  Save PDF copies of invoices and receipts, and keep them at least three years.

JANUARY Start clean

- [ ] **Pay fourth-quarter estimated tax**
  Due January 15, 2027 for income from September through December.
- [ ] **Send 1099-NEC forms**
  Due to contractors and the IRS by Monday, February 1, 2027 (January 31 is a Sunday).
- [ ] **Check the 1099s you receive**
  Compare each form with your own records and ask the sender to correct mistakes.
- [ ] **Reset for the new year**
  Start a new invoice number series, review your rates and update your terms.

Dates assume a US business on a calendar tax year. This checklist is general information, not tax advice. Check deadlines and thresholds with your accountant or at irs.gov.