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YEAR-END FINANCIAL CHECKLIST

Start the New Year on the right foot with this simple list!

HOW TO USE THIS CHECKLIST:

STEP 1: Print this checklist or save it to your device for digital completion.

STEP 2: Start with Section 1 (Document Organization) – gather everything in one place first.

STEP 3: Work through one section at a time. Don't rush. Some tasks take 5 minutes, others need appointments.

STEP 4: Use the notes spaces to write down what you find, questions for professionals, or action items

STEP 5: Set a target completion date for each section and schedule time on your calendar

TIP: You don't have to finish everything in one day. Breaking this into 4-5 short sessions works best for most people.

SECTION 1: GATHER YOUR DOCUMENTS

TARGET COMPLETION DATE: _____

TAX DOCUMENTS:

- Gather all W-2 forms (employment income)
- Gather all 1099 forms (check all that apply):
 - Freelance/contract work
 - Bank interest
 - Investment dividends
 - Other: _____
- Find Form 1098 (mortgage interest statement)
- Locate Form 1095 (health insurance proof)
- Collect investment account statements
- Find education-related tax forms (1098-T, 1098-E)
- Gather retirement account statements
- Create folder or envelope labeled "2025 TAXES"

Storage Location: _____

Missing Documents (follow up needed): _____

MAJOR PURCHASES & RECEIPTS:

- Gather receipts for:
 - Appliances (refrigerator, washer, dryer, etc.)
 - Electronics (computer, TV, phone, etc.)
 - Home improvements (roof, windows, HVAC, solar panels)
 - Vehicle purchase or major repairs
 - Business equipment or supplies
 - Other major purchases: _____

Notes (include purchase dates and amounts): _____

SECTION 1: GATHER YOUR DOCUMENTS

TARGET COMPLETION DATE: _____

MEDICAL EXPENSES:

- Collected doctor bills and invoices
- Surgeries or procedures
- Specialist consultations
- Primary care visits
- Prescription receipts (not covered by insurance)
- Dental expense receipts
- Vision expense receipts (glasses, contacts, exams)
- Hospital and emergency room bills
- Physical therapy or rehab bills
- Insurance statements (EOBs – Explanation of Benefits)
- Calculated medical transportation costs (mileage to appointments)

Total Medical Expenses (estimate): \$ _____

Notes: _____

CHARITABLE CONTRIBUTIONS:

- Gather donation receipts:
 - Cash donations
 - Check donations
 - Credit card donations
 - Donated goods (clothing, furniture, household items)
 - Vehicle donations
 - Stock or securities donated
 - Volunteer-related expenses (mileage, supplies purchased)
 - Verify all organizations are IRS-approved 501(c)(3) nonprofits

Total Charitable Giving (estimate): \$ _____

Organizations Donated To: _____

SECTION 1: GATHER YOUR DOCUMENTS

TARGET COMPLETION DATE: _____

DIGITIZE & BACKUP:

- Scan or photograph all important documents
- Upload files to secure cloud storage (Google Drive, Dropbox, etc.)
- Create backup copy on external hard drive or USB
- Organize digital files into clearly labeled folders

Cloud Storage Service Used: _____

SECTION 2: REVIEW YOUR FINANCES

TARGET COMPLETION DATE: _____

BANK ACCOUNTS & CREDIT CARDS:

- Review all bank account statements from 2025
- Reconcile checking accounts (no discrepancies)
- Reconcile savings accounts
- Review all credit card statements
- Identify any fraudulent or incorrect charges
- Analyze spending by category
- Find dormant or unused accounts
- Decide whether to close unused accounts

Total Number of Bank Accounts: _____ Total Number of Credit Cards: _____

Accounts to Close: _____

Top 3 Spending Categories:

1. _____

2. _____

3. _____

Notes/Surprises: _____

SECTION 2: REVIEW YOUR FINANCES

TARGET COMPLETION DATE: _____

SUBSCRIPTION AUDIT:

- List all current subscriptions (streaming, apps, memberships)
- Identify subscriptions you no longer use
- Cancel unused subscriptions
- Update subscription costs in my budget

Subscriptions to Keep:

- _____
- _____
- _____

Subscriptions Canceled:

- _____
- _____
- _____

Monthly Savings from Cancellations: \$ _____

INSURANCE REVIEW:

- Review home insurance policy
 - Coverage amounts still appropriate
 - Premium cost competitive
 - Beneficiaries up to date
- Review auto insurance policy
 - Coverage amounts still appropriate
 - Premium cost competitive
 - Beneficiaries up to date
- Review health insurance coverage
 - Insurance plans still meet needs
 - Check HSA or FSA balances
 - Coverage amounts still appropriate
 - Beneficiaries up to date

Policy Changes Needed: _____

Questions for Insurance Agent: _____

SECTION 2: REVIEW YOUR FINANCES

TARGET COMPLETION DATE: _____

INVESTMENT ACCOUNTS:

- Review all investment account statements
- Evaluate portfolio performance for 2025
- Check asset allocation (stocks, bonds, cash)
- Review account fees and expenses
- Identify investments that lost value (tax-loss harvesting opportunity)
- Identify investments that lost value (tax-loss harvesting opportunity)
- Review dividend payments
- Assess whether investments align with current goals

Total Portfolio Value: \$ _____

Performance Notes: _____

Changes to Make: _____

RETIREMENT CONTRIBUTIONS:

- Check how much you contributed to retirement accounts in 2025
- Look up maximum contribution limits
- Calculate if you can contribute more before December 31st
- Make an additional contribution (if applicable)

2025 Retirement Contribution So Far: \$ _____

Maximum Allowed for My Account Type: \$ _____

Additional Contribution Needed to Max Out: \$ _____

Contribution Deadline: December 31, 2025

UNCLAIMED FUNDS CHECK:

- Search for unclaimed funds at <https://unclaimed.org>
- Search for unclaimed pensions at <https://www.pbgc.gov>
- File a claim for any funds found

Found Unclaimed Funds? YES NO

Amount Found: \$ _____

Claim Status: _____

SECTION 3: SCHEDULE PROFESSIONAL APPOINTMENTS

TARGET COMPLETION DATE: _____

TAX PREPARER MEETING:

- Schedule an appointment with tax preparer or CPA
- Gather all tax documents to bring to appointment
- Prepare list of questions

Appointment Date: _____

Preparer Name & Contact: _____

Questions to Ask:

- _____
- _____
- _____

Estimated Tax Refund/Payment: \$ _____

Notes from Meeting: _____

ESTATE PLANNING REVIEW:

- Schedule appointment with estate planning attorney
- Locate current will and trust documents
- Review power of attorney documents
- Review advance healthcare directive (living will)
- Check all beneficiary designations
- Identify updates needed for life changes (births, deaths, marriages, divorces)

Appointment Date: _____

Attorney Name & Contact: _____

Documents That Need Updating:

- _____
- _____
- _____

Notes from Meeting: _____

SECTION 3: SCHEDULE PROFESSIONAL APPOINTMENTS

TARGET COMPLETION DATE: _____

FINANCIAL ADVISOR CHECK-IN:

- Schedule a meeting with financial advisor
- Prepare a list of financial goals for 2026
- Identify major life changes to discuss

Appointment Date: _____

Advisor Name & Contact: _____

Topics to Discuss:

- _____
- _____
- _____

Goals for 2026:

- _____
- _____
- _____

UPDATE BENEFICIARIES:

- Review beneficiaries on retirement accounts (401k, IRA, etc.)
- Review beneficiaries on life insurance policies
- Review beneficiaries on investment accounts
- Review beneficiaries on bank accounts
- Review beneficiaries on health savings accounts (HSA)
- Confirm primary and contingent beneficiaries are current
- Make updates where needed

Accounts Updated: _____

Reminder: Beneficiary designations override your will, so keep them current!

SECTION 4: PLAN FOR 2026

TARGET COMPLETION DATE: _____

PLAN FOR MAJOR 2026 EXPENSES:

Identify major expenses coming in 2026

Estimate costs

Create savings plan

Major Expenses Planned:

1. _____ Estimated Cost: \$ _____

2. _____ Estimated Cost: \$ _____

3. _____ Estimated Cost: \$ _____

Total Estimated Expenses: \$ _____

Monthly Savings Needed: \$ _____

CREATE YOUR 2026 BUDGET:

Calculate expected income for 2026

List all fixed monthly expenses (rent, mortgage, insurance, etc.)

Estimate variable monthly expenses (groceries, gas, utilities, etc.)

Set savings goals

Set up automatic transfers to savings (if applicable)

Expected 2026 Income: \$ _____

Fixed Monthly Expenses: \$ _____

Variable Monthly Expenses: \$ _____

Monthly Savings Goal: \$ _____

Notes: _____

COMPLETION TRACKER

TARGET COMPLETION DATE: _____

TOTAL TASKS COMPLETED: _____ OUT OF _____

- Section 1 Progress:
 Not Started In Progress Completed
- Section 2 Progress:
 Not Started In Progress Completed
- Section 3 Progress:
 Not Started In Progress Completed
- Section 4 Progress:
 Not Started In Progress Completed

FOLLOW-UP TASKS

Items That Still Need Attention:

1. _____

Due Date: _____

2. _____

Due Date: _____

3. _____

Due Date: _____

4. _____

Due Date: _____

5. _____

Due Date: _____

NEED HELP ORGANIZING YOUR FINANCES?

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*THIS CHECKLIST IS BASED ON TRUE ASSISTING'S BLOG POST:
"YEAR-END FINANCIAL CHECKLIST FOR A SUCCESSFUL NEW YEAR"*

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