Year-end close checklist for trade companies on QuickBooks Online

For HVAC, plumbing and electrical shops on QuickBooks Online, with or without ServiceTitan, Jobber or Housecall Pro. **Two deadlines: W-2s and 1099-NEC forms for 2026 are both due February 1, 2027.** The order is our own method; every rule is linked to Intuit, the IRS or the software's help pages in the online guide.

In December, before the year ends

- [ ] **1. Chase the missing W-9s**
  Every sub paid by check, ACH or cash needs a W-9 on file. Open: Expenses, Contractors.
  Done by _____ Date _____

- [ ] **2. Collect invoices for trucks and big tools**
  Each new van, truck or machine on an asset account with its invoice, loan and in-service date, for your CPA (IRS Pub 946). Open: Chart of accounts, fixed asset accounts.
  Done by _____ Date _____

- [ ] **3. Count truck stock and the shop on December 31**
  Plus or Advanced: + Create, Inventory qty adjustment, or Batch actions in Products and services. Count every truck.
  Done by _____ Date _____

- [ ] **4. Decide on invoices you will never collect**
  Run A/R Aging Detail. Chase, settle or write off (Bad debts account, Bad debts item, credit memo). Ask your CPA first; cash-method shops generally get no tax deduction (IRS Topic 453).
  Done by _____ Date _____

In January, after the December statements arrive

- [ ] **5. Close December like any other month**
  Deposits grouped, accounts reconciled, receivables matched, sales tax checked, payroll posted. See our month-end close guide.
  Done by _____ Date _____

- [ ] **6. Clear every sync error in the field software**
  ServiceTitan: failed exports and GL errors before you close the accounting period. Jobber and Housecall Pro: the sync error or alert list.
  Done by _____ Date _____

- [ ] **7. Empty Undeposited Funds**
  + Create, Bank deposit. Only payments truly still waiting for the bank should remain at December 31.
  Done by _____ Date _____

- [ ] **8. Reconcile every account to December 31**
  Bank, card, loan and line of credit accounts, difference $0.00. Keep the loan statements for your CPA.
  Done by _____ Date _____

- [ ] **9. Match aging reports to the balance sheet**
  A/R and A/P aging totals equal the balance sheet at December 31. ServiceTitan AR matches QuickBooks AR.
  Done by _____ Date _____

- [ ] **10. Keep deposits on unfinished jobs as a liability**
  Every balance in the customer deposits account matches a job that is still open.
  Done by _____ Date _____

- [ ] **11. W-2s: confirm with your payroll provider**
  Due to employees and the SSA by February 1, 2027. Wages in QuickBooks match the provider's year-end report.
  Done by _____ Date _____

- [ ] **12. 1099-NEC forms to your subs**
  Due February 1, 2027, at $2,000 or more per sub. See our 1099 guide and tracker.
  Done by _____ Date _____

- [ ] **13. Tie the last sales tax return to QuickBooks**
  Sales tax liability for the year against the returns filed. The December 31 balance equals the last return due.
  Done by _____
  Date _____

- [ ] **14. Set the closing date with a password**
  Settings, Account and settings, Advanced, Close the books: December 31, 2026, password option. Primary or company admin only.
  Done by _____
  Date _____

- [ ] **15. Give your CPA access, then keep the records**
  Settings, Manage users, Accountants, Invite firm. Keep records 3 years from filing, 4 for employment tax, 7 with a bad debt deduction (IRS).
  Done by _____
  Date _____

This checklist explains QuickBooks Online and federal rules as their sources state them on November 16, 2026. It is not tax advice. Ask your CPA about write-offs, depreciation and anything specific to your state.