

An easy, DIY checklist to keep your operating company fundable and your investment engine deal-ready—before tax season.

1. Your operating books are up to date (Builder)

- Accounts are reconciled through the end of your most recent month/quarter
- All transactions are categorized (with a clean split between operating vs investing activity)
- Business and personal spending are separated, and reimbursements have been processed
- Owner pay, distributions, and any owner/shareholder/partner loans are recorded correctly

2. Your entity + cashflow “money map” is deal-ready (Builder + Investor)

- Your entity list is current (operating entity, holding entity, investment entities/SPVs), including ownership %, tax elections, and state registrations
- Each entity has its own bank/credit accounts (no commingling), and intercompany transfers are documented and reconciled
- Liquidity rules are defined: operating liquidity floor, tax reserve, and investment capital buckets (and you know which entity funds what)

3. Your investment activity is organized and tax-modeled (Investor)

- Investment activity is tracked by deal: contributions/cap calls, distributions, debt, fees;
- K-1/W-9/1099 collection is in place
- Tax impact is modeled before you wire (ordinary vs capital, passive/active, depreciation implications, state sourcing) and estimated taxes are reserved

4. You’re prepared for year-end + income tax filings (Builder + Investor)

- 1099/W-2 info is ready: contractor W-9s collected; payroll records are accurate; required payroll returns are filed
- You know where you have sales tax nexus, and you’re collecting/remitting/filing where required
- Estimated taxes have been paid (or planned), there are no unresolved IRS/state notices, and you have a tax strategist/preparer (or a plan to get help)

Taxes + deals already have you worried? We can help.

We work with Builder–Investor entrepreneurs on bookkeeping, entity architecture, and proactive tax strategy—so you can protect working capital and maximize after-tax ROI.

Visit <https://mycpapro.com> to learn more.