

Year-End Corporation Tax Planning

5 Actions to take before your company year-end

Use this checklist in the final 4–8 weeks before year-end to:

- reduce avoidable Corporation Tax by capturing legitimate actions in time
- tighten year-end reporting (clean debtors and complete expenses)
- avoid discovering planning opportunities after the period has closed

Actions to Take Before Year-End

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| 1 | Employer pension contribution (directors) <ul style="list-style-type: none">• Confirm whether a contribution is appropriate this year (check with your IFA).• Ensure payment is made and received by the provider before year-end.• File evidence/confirmation for accounts and tax computations. |
| 2 | Planned business spend (timing) <ul style="list-style-type: none">• List essential spend already planned for next month/first quarter.• Check treatment: revenue vs capital; confirm capital allowance position.• Only bring forward purchases you genuinely need and will use in the business. |
| 3 | Debtors review and bad debts <ul style="list-style-type: none">• Review overdue invoices; identify those unlikely to be collected.• Document reasonable recovery steps taken (emails/letters/notes).• Write off genuine bad debts correctly in the accounting records. |
| 4 | Mileage and expenses paid personally <ul style="list-style-type: none">• Review director/staff expenses paid personally (receipts where possible).• Submit mileage claims and reimburse valid business costs before year-end.• Check homeworking/subscriptions/subsistence are recorded appropriately. |
| 5 | Year-end readiness review <ul style="list-style-type: none">• Update bookkeeping through the latest month; reconcile key balances.• Confirm dividend/bonus paperwork (where relevant) is completed properly.• Undertake a short year-end planning review while actions are still possible. |

Notes / actions

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