

Your Business Tax Season Check-In



A practical financial reset for the year ahead

Use this checklist to review your business finances, improve visibility, and support confident planning.

1. Review Business Accounts

- Review recent transactions from the past 2–3 months
- Identify recurring expenses and payment cycles
- Confirm authorized users and account access
- Ensure contact and business information is current
- Encourage employees to verify unexpected requests for payments or sensitive information
- Use account alerts and security settings to help monitor high-value transactions

2. Assess Cash Flow

- Review incoming and outgoing cash patterns
- Identify seasonal fluctuations
- Note timing gaps between receivables and payables
- Look for opportunities to improve predictability

3. Revisit Your Operating Budget

- Review budget assumptions
- Adjust for changes in expenses or revenue
- Plan for upcoming investments or projects
- Align budget with current business priorities

4. Check Reserves and Savings

- Review operating reserves
- Reassess short- and long-term savings goals
- Plan for upcoming capital needs
- Note progress made over the past year

5. Protect Your Business from Fraud Risks

- Review recent transactions for unfamiliar or unusual activity
- Confirm that payment approvals and access permissions are limited to authorized employees

6. Use Digital Tools for Visibility

- Log in to online or mobile banking
- Review statements and transaction history
- Download records for reference
- Explore reporting and management tools

7. Use Digital Tools for Visibility

- Balance alerts
- Large transaction alerts
- Deposit notifications
- Payment reminders

8. Plan Ahead with Support

- List financial questions or goals
- Review whether current accounts meet business needs
- Schedule time with a Webster banker
- Identify next financial steps

Your Business Reset Starts Here

Tax season is more than a deadline, it's a chance to strengthen clarity and direction. With the right tools, information, and support from Webster Bank, your business is positioned for what's ahead.