Your Church's 2026 Financial Year End Checklist

Our team handles most of the work for our clients, but there are key deadlines where we need certain information from you. Getting it to us on time keeps January from becoming stressful. Keep this list handy and check off each item as it is done.

KEY DATES

November	December 1	December 15	December payroll	First January payroll	February 1, 2027
Employees check a recent paystub	Minister housing worksheets due	Signed housing board motion due	Bonuses and staff gifts paid through payroll	Raises and payroll changes in place	W-2s and 1099s due

1 Paystub Check

- [ ] Have every employee review a recent paystub this month and let your rep know about any errors in their name, address, withholding or deductions so W-2s come out right.

2 Minister Housing Allowance

- [ ] Make sure each minister receiving a housing allowance submits their owner or renter worksheet by **December 1**.
- [ ] Sign the 2027 housing allowance board motion we send through the client portal by **December 15**.

3 Bonuses and Christmas Gifts

- [ ] Send your rep the name and amount for every year end bonus, staff gift card and pastor Christmas offering before your last December payroll.

4 1099s

It also matters how you paid. Payments made by check, ACH, bill pay or Zelle all count toward the $2,000 and may need a 1099. Zelle works like a bank transfer, so it is reported the same way a check is. Payments made by credit card, PayPal or Venmo are reported by the card company or payment app, so we don't file a 1099 for those.

- [ ] Send your rep the names of any contractors you paid outside bill pay in 2026, like a guest speaker or musician paid by check, Zelle or cash.
- [ ] Send us any missing W-9s, or the vendor's email address so we can request it directly, by **January 25, 2027** so we can file their 1099.

5 Budget and Payroll for 2027

- [ ] Once your 2027 budget is approved, send your rep the final budget and a separate spreadsheet with salary details for each staff member before the first January payroll.

Questions?
Reach out to your ChurchBiz client service rep or email info@churchbiz.com.

Moreover, it is required of stewards that they be found faithful.

1 CORINTHIANS 4:2 (ESV)