Year-end Peace of Mind for Merchant Processing Accounts

Presented by evolve PAYMENT

Take the Stress Out of Managing Your Merchant Processing Accounts

This checklist is designed to help you stay organized, optimize your operations, and prepare for ongoing success in your business.

Account Review and Reconciliation

- ☐ Reconcile any discrepancies and submit any adjustments or corrections to your CPA
- ☐ Review your pricing program and consider dual pricing or surcharging

Update Expiring Documents

- ☐ Verify that all necessary documents (e.g., merchant agreements, banking information, tax forms) are up to date and valid for the upcoming year.
- ☐ If any documents need renewal or updating, make sure to submit them.

Final Processing of Transactions

- ☐ Ensure all transactions for the year are processed and settled.
- ☐ Review any pending transactions or chargebacks that may need attention.

End-of-Year Reporting

- ☐ Prepare and submit any required year-end reports (e.g., sales volume, chargeback summary, fee breakdown).
- ☐ If applicable, provide any requested documentation for audit or compliance purposes.

System Updates and Maintenance

- ☐ Verify that all system integrations are functioning properly, including payment gateways, reporting tools, and any third-party integrations.
- ☐ Ensure any necessary software updates are completed.
- ☐ Enable dual-factor authentication
- ☐ Audit tech stack for efficiencies & savings

Contact Information Verification

- ☐ Confirm that all contact information (email, phone, address) is current for any future PCI communication or account notifications.
- ☐ Update any ownership changes or team member transitions

Prepare for 1099 Reporting (if applicable)

- ☐ If your merchants are eligible for 1099 reporting, ensure that all necessary information is ready for tax reporting.

Need Help Completing Your To-Do List? Contact Evolve Payment Today

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