

# Year-End Tax Planning Strategies Checklist

Deadlines are important when tax planning. Below is a checklist to help you prioritize.

## ASAP

- Update paycheck withholdings.

## By December 31st

- Contribute as much as possible to your 401k.
- Complete any Roth IRA conversions.
- Use all funds in your Flexible Spending Account.
- Harvest capital gains or losses to optimize your tax situation.
- Make a Qualified Charitable Distribution (QCD) to charity to minimize the tax effects of a Required Minimum Distribution (RMD).
- Gift securities directly to charity to avoid capital gains tax.

## By April 15, Next Year

- Contribute directly to an IRA.
- Complete any backdoor Roth IRA strategies.
- Maximize contributions to your Health Savings Account (HSA).

Get the details by revisiting our [year-end tax planning strategies blog post](#).

