



**November**



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# November

The following business tasks have been identified for the month of November. Use the checklist to ensure that the tasks are addressed, if applicable.

| Application(s)           |  | Task |
|--------------------------|--|------|
| Finance, Human Resources |  |      |
| Human Resources          | Order W-2 and 1099 tax forms, if needed. |      |
| Finance                  |  |      |