

2026 Benefits Planning Checklist for Business Owners

Presented by First Light Wealth Advisors



**Support your team. Strengthen your business.
Align with your long-term goals.**

Use this step-by-step guide to prepare for a smooth and successful health insurance renewal or benefit plan update — whether you're a team of 5 or 50.

◀ Evaluate Your Current Benefits

- Review all current benefits: medical, dental, vision, and retirement.
- Assess if the current plan reflects your team's needs and feedback.
- Identify opportunities to improve coverage or reduce costs — sometimes both are possible.

◀ Confirm Employee Enrollment Accuracy

- Audit your roster — make sure all active team members are properly enrolled.
- Remove any individuals who are no longer with the company.
- Ensure any recent hires have met waiting periods and are offered benefits as required.

◀ Consider Any Business Changes

- Have you made structural changes (e.g., LLC to C-Corp, new tax ID)?
- Expanded to a new location or added staff in another state?
- Grown your workforce to a size that changes compliance or plan structure?

These changes can impact how your benefits are classified and administered.

◀ Prepare Early for Q4 Renewals

- Begin gathering employee census data and plan documentation.
- Understand your insurance carrier's deadlines (most renewals occur in Q4).
- Work with your advisor early to review new plan options and pricing.

◀ Involve Your Advisory Team

- Notify your CPA, legal counsel, and other key advisors of any structural shifts.
- Ensure benefits decisions are aligned with your tax and financial goals.
- Talk with your wealth advisor about how your benefit strategy supports business value and owner equity.

◀ Plan Strategically for the Future

- Revisit your benefits strategy at least annually — not just during renewal.
- Align offerings with employee retention and recruitment goals.
- Bundle benefits planning with long-term financial and succession strategies.



Need Guidance? Let's Talk.

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Call us or email our team to start the conversation.

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