

# Annual Compliance Checklist

## Business Activity Performed This Year

- Hired your first employee(s)
- Started charging sales tax
- Changed your business activity or purpose
- Changed your business name
- Assumed an alternate business name for an existing corporation or LLC
- Changed your business address
- Moved the location of your business to a new state
- Apply for a business loan
- Expanded your business into a new state(s)
- Expanded your business internationally
- Changed the ownership of your business
- Merged with another company or were acquired
- Changes your members or board of directors
- Elected S corporation status
- Added a new division to your business
- Changed your business entity type
- Changed an LLC's management format (ex: member-managed to manager-managed)
- Changed the type of stock offered
- Changed the number of shares authorized
- Fell out of compliance with the state (your business is delinquent on filings)
- Failed to file your annual report with the state
- Sold part of your business
- Closed your business
- Business license or permit expired
- Held an annual meeting

## Compliance Filing Required

- Register for payroll taxes
- Register for sales tax
- File an Articles of Amendment
- File an Articles of Amendment  
Order a new Corporate or LLC Kit and Embosser
- File an OBA (Fictitious Business Names)  
Revise existing Trademarks
- File an Articles of Amendment
- Process a Redomestication Filing  
Revise your Registered Agent Services
- Submit a Certificate of Good Standing
- File for Foreign Qualification
- Request Apostille Certification
- Create a new LLC Operating Agreement  
File an Articles of Amendment  
Order LLC Member Certificates
- Call for assistance.
- File an Articles of Amendment  
Request Custom Bylaws and Minutes
- File Form 2553
- Call for assistance. File a Conversion
- File an Articles of Amendment
- File an Articles of Amendment  
Order Corporate Stock Certificates
- File an Articles of Amendment  
Order Corporate Stock Certificates
- File a Reinstatement
- File a Reinstatement.  
File an Annual Report
- Call for assistance.
- File Articles of Dissolution
- Renew your Business Licenses
- Draft Annual Meeting Minutes

## Are You Still Operating Your Business?

### If Your Business is Still Open

**Yes No**

- Have You filed your Initial or Annual Report for your company?
- Do you need to make any changes to your company information (company name, members, shareholders)?
- Have you completed your Annual Meeting Minutes of the shareholders and the board of directors for this year and all previous years since the beginning of the corporation?
- Have you obtained the required business licenses and permits for your company or started offering any other services that will require your company to obtain additional licensing or permits?
- Is your Corporation or LLC currently or going to be conducting business under a different name?
- Is your Corporation or LLC currently or will your company be conducting business in a different state?
- Will you be using the company name nationwide?
- Do you own any other businesses?

### If Your Business is Closed

**Yes No**

- Have you properly dissolved the company with the Secretary of State?