



LEAPS Accounting Service

P.O. Box 613, Laveen, AZ 85339

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Business Essentials Checklist

Use this checklist as a general guide to help keep your business records, registrations, licenses, and tax responsibilities organized and up to date. Filing and renewal requirements may vary based on your business structure and individual circumstances.

☐ **Annual Business Filings**

If your business is structured as a partnership, C corporation, or S corporation, make sure all required annual business filings are completed by the applicable deadlines.

☐ **Bank Account**

Maintain a bank account specifically for your business. The name on the account should match your legal business name unless you operate under a registered DBA.

☐ **Business Email**

Maintain an active business email address and keep access and login information in a secure location.

☐ **Business License**

Maintain a current business license with the city where your business is registered. Remember to renew your business license each year.

☐ **Domain Name & Website**

Keep your business domain name and website active and up to date. Be sure to monitor your domain renewal date so you do not accidentally lose ownership of your domain.

☐ **Estimated Quarterly Federal Taxes**

Make any required estimated federal tax payments throughout the year. Keep track of payment amounts and confirmation records for tax preparation.

☐ **Estimated Quarterly PTE Payments**

If applicable to your business, make required pass-through entity (PTE) tax payments and maintain records of all payments made.

☐ **Federal & State Income Tax Filings**

Make sure all required federal and state income tax returns are filed each year by the applicable deadlines.

☐ **Sales Tax License & Filings**

Maintain an active sales tax license and renew it each year. Sales tax returns must be filed according to the frequency assigned to your license—monthly, quarterly, or annually.



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☐ **State Registration**

Make sure your business is properly registered with the Arizona Corporation Commission and keep your business information current.

☐ **Trade Name**

If your business uses a registered trade name, keep your registration with the Arizona Secretary of State current. Trade names must be renewed every five years.