

Corporate Checklist

You'll notice that some of the following questions have asterisks to the left of the questions. These are points that are vital to your corporation holding up in court or under audit as a separate entity instead of being considered a part of you personally. The other questions are important too, but those with the asterisks are **VITAL**.

	Yes	No	?
1. Have you read and do you fully understand your Articles of Incorporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* 2. Have you fully executed all of your corporate documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you filled out the appropriate Resolutions and appointed Directors of your Corporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all Directors appointed by the corporation signed an Acceptance of Appointment as Director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* 5. Have you held a first Board of Directors Meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* 6. Do you have proper and adequate minutes for the first meeting of the Board of Directors of your Corporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your Corporation decided on a fiscal year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have the Directors of your Corporation elected Officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* 9. Have By-Laws for your Corporation been adopted by your Corporation's Board or Shareholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* 10. Has a Stock Ledger Statement been filled out by the Secretary of the Corporation and sent to your Corporation's Resident Agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* 11. Has the Secretary of your Corporation made a List of Officers and Directors for your Corporation and filed it with the Secretary of State?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* 12. Has the Secretary of your Corporation sent a copy of the Corporation's By-Laws, certified by the Secretary, to the Corporation's Resident Agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- * 13. Has the Board of Directors of your Corporation authorized the issuance of the Corporation's stock?
- 14. Has your Corporation issued Stock?
- 15. If any stock in your Corporation has been issued, was the stock issued pursuant to a properly worded and executed Corporate Resolution?
- 16. Do you understand what is covered by the Articles of Incorporation and what is covered by the By-Laws of your Corporation and how they interrelate?
- 17. Have the stock issues of your Corporation been recorded properly in your Corporation Record Book Stock Ledger?
- 18. Have the Officers that the Board of Directors of your Corporation elected accepted their election as Officers?
- * 19. Has the Corporation secured a Federal Tax ID number from the Internal Revenue Service with proper address?
- * 20. Is your Corporation legally doing business in other states? If so, have you been sure to file all necessary filings in those states that your Corporation is legally doing business in?
- * 21. If your Corporation is near or over a year old, have you had an annual meeting of your shareholders? Have you filed minutes?
- * 22. If your Corporation is near or over a year old, have you had an annual meeting of your Board of Directors? Have you filed minutes?
- * 23. Have you been sure to give proper notice, or use the appropriate waiver of notice, for all meetings of Stockholders and Directors?
- * 24. Have you been sure to use a Corporate Resolution of the Board of Directors to authorize and document all major corporate acts?
- * 25. Have you been sure to keep separate books and bank

accounts for the Corporation and yourself, making sure at all times never to commingle any funds?

- * 26. Are you sure that your tax returns, books of account, and Corporation Record Book all say the same thing?
- * 27. Are you sure that you have properly documented all transactions between you and the Corporation, with resolutions, minutes, etc.?
- * 28. Have you executed every document that you have executed on behalf of the Corporation as its Officer, to guard against personal liability?
- * 29. Was your Corporation properly capitalized?
- 30. Have you documented all major transactions of the Corporate business with resolutions, notes, contracts, etc.?
- 31. Do you have a resolution documenting the business purposes for any questionable deductions?
- 32. Are you current on the above corporate formalities and paperwork? If you're behind, do you know how to catch up?
- 33. Has your Corporation adopted an official promissory note for corporate use?
- 34. Has your Corporation adopted an expense account form for official corporation use that meets IRS guidelines?
- * 35. Does your Corporation have an actual physical address, and the cancelled checks to prove it?
- * 36. Does your Corporation have a phone in its own name, and cancelled checks and statements to prove it?
- * 37. Does your Corporation have its own business license?
- * 38. Does your Corporation have its own bank account?