



Annual Compliance Checklist

Business Activity Performed This Year	Compliance Filing Required
Hired your first employee(s)	Register for payroll taxes
Started charging sales tax	Register for sales tax
Changed your business activity or purpose	File an Articles of Amendment
Changed your business name	File an Articles of Amendment Order a new Corporate or LLC Kit and Embosser
Assumed an alternate business name for an existing corporation or LLC	File a DBA (Fictitious Business Names) Revise existing Trademarks
Changed your business address	File an Articles of Amendment
Moved the location of your business to a new state	Process a Redomestication Filing Revise your Registered Agent Services
Apply for a business loan	Submit a Certificate of Good Standing
Expanded your business into a new state(s)	File for Foreign Qualification
Expanded your business internationally	Request Apostille Certification
Changed the ownership of your business	Create a new LLC Operating Agreement File an Articles of Amendment Order LLC Member Certificates
Merged with another company or were acquired	Call 1-888-449-2638 for assistance.
Changes your members or board of directors	File an Articles of Amendment Request Custom Bylaws and Minutes
Elected S corporation status	File Form 2553
Added a new division to your business	Call 1-888-449-2638 for assistance.
Changed your business entity type	File a Conversion
Changed an LLC's management format (ex: member-managed to manager-managed)	File an Articles of Amendment
Changed the type of stock offered	File an Articles of Amendment Order Corporate Stock Certificates
Changed the number of shares authorized	File an Articles of Amendment Order Corporate Stock Certificates
Fell out of compliance with the state (your business is delinquent on filings)	File a Reinstatement
Failed to file your annual report with the state	File a Reinstatement File an Annual Report
Sold part of your business	Call 1-888-449-2638 for assistance.
Closed your business	File Articles of Dissolution
Business license or permit expired	Renew your Business Licenses
Held an annual meeting	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 beg of the corporation?		
Have you obtained the required business licenses and permits for your company or started offerin 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?		