

ANNUAL COMPLIANCE CHECKLIST

Keep your business in good standing all year.

Every LLC and corporation has filings due each year, plus new ones whenever the business changes. Use this checklist to see what you owe, then let CorpNet file it for you in any of the 50 states.

[Get a Free Consultation →](#)[📞 Call 1.888.449.2638](#)

🌐 All 50 states 👤 Verified by U.S.-based experts ✅ 100% satisfaction guarantee

REQUIRED EVERY YEAR

Start with these two



File Your Annual Report



📅 Due yearly in your formation state

Most states require an annual or biennial report to keep your entity active. A missed report can lead to late fees or loss of good standing.

[File My Annual Report →](#)

Renew Registered Agent



📅 Renews yearly in each state

LLCs and corporations must keep a registered agent on file to receive legal and state notices. Ours covers all 50 states.

[Renew My Registered Agent →](#)

BASED ON YOUR BUSINESS ACTIVITY

What changed in your business this year?

Check each activity that applies, then click the filing beside it to get started.

BUSINESS ACTIVITY THIS YEAR

FILING TYPICALLY REQUIRED

↗ Starting & Growing

9 activities



Formed a new business this year

[File an Initial Report →](#)[Obtain a Federal Tax ID \(EIN\) →](#)

BUSINESS ACTIVITY THIS YEAR

FILING TYPICALLY REQUIRED

 Starting & Growing (continued)

- | | |
|--|--|
| ☐ Hired your first employee(s) | Register for Payroll Taxes → |
| ☐ Hired employees in a new state | Register for Payroll Taxes → |
| ☐ Started charging sales tax | Register for Sales Tax → |
| ☐ Applied for a business loan | Order a Certificate of Good Standing →
Order Certified Copies of Documents → |
| ☐ Added a new division to your business | Call 1.888.449.2638 to Talk to an Expert |
| ☐ Expanded your business into a new state | File for Foreign Qualification →
Register for Corporate Income Tax →
Order a Business License Research Package → |
| ☐ Expanded your business internationally | Request Apostille Certification → |
| ☐ Established a nonprofit corporation | Create Bylaws for Your Nonprofit → |

 Name, Purpose & Address

5 activities

- | | |
|---|--|
| ☐ Assumed an alternate name for an existing corporation or LLC | File a DBA (Fictitious Business Name) → |
| ☐ Changed your business activity or purpose | File Articles of Amendment → |
| ☐ Planning to change your business name | Reserve a Business Name →
Order a Trademark Search → |
| ☐ Changed your business name | File Articles of Amendment →
File an IRS Change Letter →
File Employer Tax Account Amendments →
Order a New Corporate or LLC Kit and Embosser → |
| ☐ Changed your business address | File Articles of Amendment →
File an IRS Change Letter →
File Employer Tax Account Amendments → |

BUSINESS ACTIVITY THIS YEAR

FILING TYPICALLY REQUIRED



Ownership & Structure

9 activities

- | | | |
|--------------------------|--|--|
| ☐ | Changed the ownership of your business | Create a New LLC Operating Agreement →
File Articles of Amendment →
File an IRS Change Letter →
File Employer Tax Account Amendments →
Order LLC Member Certificates → |
| ☐ | Changed your members or board of directors | File Articles of Amendment →
Request Custom Bylaws and Minutes → |
| ☐ | Changed your business entity type | File a Conversion →
File an IRS Change Letter →
File Employer Tax Account Amendments → |
| ☐ | Changed an LLC's management format
For example, member-managed to manager-managed | File Articles of Amendment → |
| ☐ | Changed the type of stock offered | File Articles of Amendment →
Order Corporate Stock Certificates → |
| ☐ | Changed the number of shares authorized | File Articles of Amendment →
Order Corporate Stock Certificates → |
| ☐ | Moved your business to a new state | Process a Domestication Filing →
File an IRS Change Letter →
Revise Your Registered Agent Services → |
| ☐ | Merged with another company or were acquired | Call 1.888.449.2638 to Talk to an Expert |
| ☐ | Sold part of your business | Call 1.888.449.2638 to Talk to an Expert |

Checked more than one box?

Send us your list. One CorpNet expert will confirm what you need and handle every filing.

[Talk to an Expert](#) →

BUSINESS ACTIVITY THIS YEAR

FILING TYPICALLY REQUIRED

Tax Elections 3 activities

- | | | |
|--------------------------|---|---|
| ☐ | Want your LLC taxed as an S corporation
For federal tax treatment purposes | File Form 2553 (S Corporation Election) → |
| ☐ | Want your LLC taxed as a C corporation
For federal tax treatment purposes | File Form 8832 (C Corporation Election) → |
| ☐ | No longer want S corporation tax status | File an S Corporation Revocation → |

Good Standing & Governance 4 activities

- | | | |
|--------------------------|---|---|
| ☐ | Held an annual meeting | Draft Annual Meeting Minutes → |
| ☐ | Fell out of compliance with the state
Your business is delinquent on filings | File a Reinstatement → |
| ☐ | Missed filing your annual report with the state | File a Reinstatement →
File an Annual Report → |
| ☐ | A business license or permit expired | Renew Your Business Licenses → |

Scaling Back or Closing 3 activities

- | | | |
|--------------------------|---|---|
| ☐ | No longer run payroll in a specific state | Close State Payroll Tax Accounts → |
| ☐ | Stopped doing business in a state | File a Withdrawal →
Close State Payroll Tax Accounts → |
| ☐ | Closed your business | File Articles of Dissolution →
File an IRS Change Letter →
Close State Payroll Tax Accounts → |

YOUR NEXT STEP

Checked a box? We'll take it from here.

Tell us what changed this year. A U.S.-based CorpNet expert will confirm which filings you need and file them for you, fast and accurately, backed by our 100% satisfaction guarantee.

[Get a Free Consultation →](#)[Call 1.888.449.2638](#)**Already missed a filing?**

A reinstatement restores your good standing with the state.

[File a Reinstatement →](#)**Filing for clients?**

Accountants, attorneys, and platforms use CorpNet to handle compliance for thousands of businesses.

[Become a Partner →](#)**CorpNet® · Business Filings Made Simple®**

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