



YEAR-END CHECKLIST

As we enter the last part of the year, there are several business responsibilities you should double check. Taking care of these items will help you begin the new year the right way.

1 Business Licenses



Check that you've obtained all appropriate business licenses, and keep note of their renewal dates. If you've expanded or changed your business in the past year, you might need new licenses.

2 Foreign Qualifications



If you're planning on doing business outside of the state you formed in, you need to register. This is called "foreign qualification." If you're operating in a state without having foreign qualified, you could carry fines and penalties into the new year.

3 Annual Reports



If you fail to file a required annual report, you're likely to fall out of good standing and face fines and penalties. If you think you've missed one, the time to take care of it is now.

4 Dissolutions & Withdrawals



If there are states where you've ceased operations, you need to properly dissolve or withdraw from them. This will prevent you from having to file annual reports and pay taxes on them in the new year.

5 Amendments



If changes have been made this past year to the information set forth to your original Articles of Incorporation (Corporation) or Articles of Organization (LLC), you're required to file an amendment with the state of formation. These changes, for example, could include a company name change, or a change from member-managed to manager-managed, or vice versa.

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