



# COMPLIANCE CHECKLIST

## Staying in compliance is vital for a healthy business.

Save valuable time by following this handy checklist, which will help ensure that you've covered any and all outstanding compliance issues.

### If you have:

### You may need to do one or more of the following:



#### Expanded your business, or plan to:

*Ex: entering new states, opening new locations, expanding product or service lines*

- [Reserve a name](#)
- [Form a new business](#)
- [Foreign qualify](#)
- [Assumed name/DBA filings](#)
- [Obtain good standing](#)
- [Update business licenses](#)



#### Contracted your business, or plan to:

*Ex: exiting states, closing locations, eliminating product or service lines*

- [Dissolve or withdraw](#)
- [File delinquent annual reports](#)
- [Obtain tax clearance letters](#)
- [Assumed name/DBA cancellations](#)
- [Obtain good standing](#)
- [Cancel/update business licenses](#)



#### Modified your business, or plan to:

*Ex. changing names, entity types, or management structure (officers, directors, members)*

- [Conversion filings](#)
- [Amendment filings](#)
- [Update business licenses](#)
- [Assumed name filings](#)
- [Merger integration filings](#)



#### Refinanced your business, or plan to:

- [Conversion filings](#) (if you plan on changing entity type)
- [Obtain good standing](#)
- [Reinstate](#)

Not sure how to execute these steps, or just need some guidance? CT's expert service teams are here to help you get it all done and done right. [Contact us today:](mailto:cls-compliance@wolterskluwer.com) cls-compliance@wolterskluwer.com or 855.974.9883.