

## Entity Compliance by Business Stage

Over the course of the business life cycle, various events trigger important obligations. Use this chart to check in with your clients and discuss how they are meeting their compliance obligations today.

### Starting New Business? Forming New Entity?

- Conduct Name Availability Check
- File Name Reservation/Registration
- File Articles of Incorporation/Organization
- Appoint Registered Agent
- File Assumed Name or DBA Certificate
- Order Corporate Records Kit
- Obtain Business Licenses

### Complying with Ongoing Responsibilities?

- File Annual Report
- File and Pay Franchise Tax
- Renew Business Licenses and Permits
- Renew Assumed Name or DBA Registration
- File Federal and State Tax Returns

### Proving Corporate Existence for Business Transactions?

- Obtain Certificate of Good Standing
- Obtain Authentication
- Obtain Certified Copy of Formation Documents

### Changing Entity Structure?

- Check name availability and reserve name (if name will change)
- Check good standing
- File articles of conversion (if changing entity by conversion)
- File evidence of conversion or withdrawal/qualification documents in foreign states to notify them of change

### Changing Registered Agent?

- File Notice to Change Registered Office (Registered Agent's Address)

### Merging/Acquiring Another Business? (Survivor Filings)

- Check Name Availability and Reserve Name (if survivor's name will change)
- Check good standing
- File Articles of Merger
- File Post-Merger documents in states of foreign qualification (if required)
- File Amendment of Assumed Name or DBA (if needed)
- Update business licenses (if necessary)

### Expanding Business to Another State? (Foreign Qualification)

- Conduct Name Availability Check
- File Name Reservation
- Obtain Certificate of Good Standing (from domestic jurisdiction)
- File Foreign Qualification/Registration
- Appoint Registered Agent in Foreign State
- Apply for Business Licenses and Permits
- File Assumed Name or DBA Certificate
- Obtain Business Licenses
- Coordinate Publication and File Proof of Publication (if required)

### Terminating Entity?

- File Notice of Intent to Dissolve (if required)
- Obtain Tax Clearance (if required)
- File Articles of Dissolution (in domestic jurisdiction)
- File Withdrawal of Qualification/Registration (in remaining jurisdictions)
- Cancel Assumed Name or DBA Certificate
- Coordinate Publication and File Proof of Publication (if required)
- Cancel Business Licenses

