

CAPITOL LIEN

RECORDS | RESEARCH | RISK MITIGATION

END-OF-YEAR COMPLIANCE CHECKLIST

Renewals

Annual Reports: Make sure annual renewals/reports are filed so the company isn't administratively dissolved. Verify Registered Agent info. Let us know if you need Registered Agent Services.

Refinance

Corporate Amendment Filings: Be aware of any changes, such as a name change or a new address. An amendment will need to be filed to keep the business records up to date with our Corporate Services.

Merger or Acquisition

Dissolutions & Withdrawals: Properly dissolve or withdraw from states where operations have ceased. This will avoid having to pay potential taxes in that jurisdiction in the next year. Our Corporate Services experts can help.

Maintenance

Update UCCs: Review loan files to uncover any needed UCC changes, such as an address or name change of a debtor. We can help with any UCC Searching and Filing needs.

Expansion

Business Licenses: Obtain all appropriate licenses and keep note of their renewal dates. If a business has expanded or changed their address in the past year, you might need new or updated licenses.

Staff

Location of Employees: Consider implications of where employees are located. Strict states enforcing Remote Employee Business License or Home Occupation Permits include AL, CA, DC, FL, VA, TN, GA, IL, NY, PA, and SC.

Security

Your Data: Review security measures and make a plan. Consider how employees access private information; What devices they are on; Where they access; and Data shared.