

2019 COMPLIANCE CHECKLIST FOR BUSINESSES

Fine-Tune Your Practices for a Prosperous 2019

☐ 1. Are you doing business in new states?

Check your footprint. Has it changed? Have you purchased property, hired employees, opened offices, or conducted other activities that may constitute doing business in new states? If your operations have expanded in 2018, you may need to register for taxes, obtain a [certificate of authority](#), or become licensed in new jurisdictions.

☐ 2. Are there states where you are no longer active?

Conversely, if your footprint has shrunk, you will need to decide whether to maintain a presence in states where you are inactive or terminate registrations and withdraw. Sometimes businesses are tempted to just let filings lapse, but this is a mistake. Until you officially withdraw from the state, your obligations continue. Failure to maintain licenses and good standing can lead to significant penalties, which will continue to accrue and compound year after year. It can also lead to dissolution of your entity. We can help you withdraw from any state. Just [get in touch](#).

☐ 3. What is the status of your entity?

Do you know if you're in good standing in every state where you're registered? Do you have delinquent filings? If you're not sure of your status, or if you're not even sure where you're registered, we can help. Our software is interfaced with secretary of state databases all U.S. jurisdictions, so we can show you the status of your entity in every state. In minutes, we can provide a [compliance check](#) to confirm whether you are in good standing and what information is on file with state agencies.

☐ 4. Have you filed annual reports where due?

Most states require businesses to file [annual reports](#) with basic information about your organization. The deadlines are highly variable, making it easy for a business to lose track of them. We can help you determine where you owe annual reports and when the next one is due in every state where you do business. We also provide [fully managed annual report service](#) so you never have to worry about it again.

☐ 5. Do you have active registered agent service in every state?

Maintaining [registered agent](#) service is a key element of good standing, in addition to providing critical notice of lawsuits against your business. Do you know who is acting as your registered agent in every state? Are you receiving the [level of service you expected](#)? If you're unsure, we can confirm the status of your registered agent service for you. And we can also provide nationwide [registered agent service](#) for ultimate simplicity and protection.

☐ 6. Are you fully registered and current on taxes?

As your business grows, your tax obligations evolve. If your accounting teams find that you need to register more widely next year, we can help. Our specialists can register you for a full range of taxes, including corporate income and privilege, sales and use, and payroll, in every jurisdiction in the U.S. Just [contact us](#).

☐ 7. Are your corporate records up to date?

Has your company information changed? Are your records up to date with all relevant state agencies? It's critical to notify state agencies whenever information in your corporate record changes. This may include new addresses, changes in owners and officers, and changes in contact information, among other information. Failure to notify authorities of changes promptly can result in forfeiture of licenses and loss of good standing.

☐ 8. Have regulatory requirements affecting your company changed?

It's not just your entity that's changing. State requirements change from year to year, too. Visit the website of the [secretary of state's corporations division](#) in each state where you're registered. See if their processes, forms, and requirements have changed. Also check the websites of licensing boards, where applicable. Or, you can [contact us](#), and we'll do the research for you!

☐ 9. Check the status of individual and company licenses.

Each year, you should audit your company's licenses, including any licenses of qualifying individuals with the potential to affect your company licenses. Make sure your renewals are up to date, where required. If continuing education is required to maintain licenses, you may want to audit those credits annually as well. For licensed professionals, in particular, ensuring that your licenses align with your present and future activities is critical. Our business licensing software and [fully managed business licensing solutions](#) make it easy. [Contact us for a demo](#).

☐ 10. Create a compliance calendar.

Once you've gathered all of this information, you should record all licenses, registrations, and secretary of state filings that will come due in the next year in one place along with their due dates. Schedule reminders for staff in advance of deadlines to allow time for preparing and submitting filings. Our dedicated compliance software has a built-in Compliance Calendar that makes quick work of these tasks.



If you need help with any aspect of compliance, please [get in touch](#). Our specialists have helped thousands of businesses enjoy the benefits of worry-free compliance at every phase of the corporate lifecycle. Let us help you enjoy a prosperous year!

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