



Business Entity Life Cycle Compliance



Business Entity *Life Cycle Compliance*

Driven by increased regulatory risks that could damage reputations, legal entity compliance is an important focus area for businesses. Boards are paying closer attention, and companies are, themselves, managing their entity compliance and governance. More than just housekeeping, companies are embracing new technology and operating models to meet their entity management obligations across multiple jurisdictions while becoming more transparent. Important obligations have to be met over the life of a business, involving:

- Annual compliance and corporate changes
- Data and document management
- Corporate planning
- Deadline tracking

We are the business behind business®. CSC partners with you to offer full compliance services for your company or for your clients, keeping entities up to date.

Use this chart and checklist to help your business or clients stay in good standing with state and federal authorities.

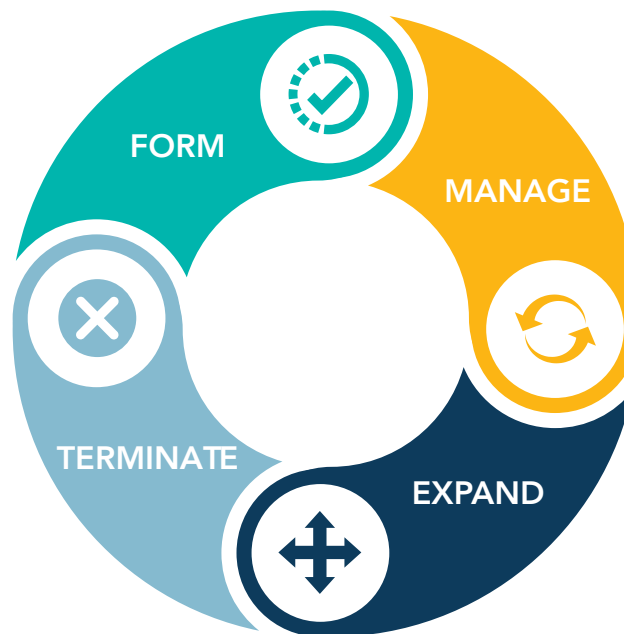
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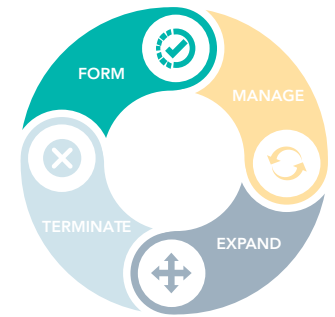




FORM

Forming an entity requires:

- ☐ Conducting a check for name availability
- ☐ Filing a registration or reservation for their entity name
- ☐ Filing their articles of incorporation (for a corporation) or articles of organization (for an LLC)
- ☐ Appointing a registered agent
- ☐ Applying for business licenses and permits
- ☐ Filing assumed name or doing business as (DBA) certificates
- ☐ Filing for trademark protection (optional, but recommended)
- ☐ Applying for an employer identification number from the IRS
- ☐ Obtaining state identifications
- ☐ Ordering corporate records
- ☐ Registering domains (if necessary)
- ☐ Publishing notification in the local newspapers (if required by state)



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MANAGE

Managing a business requires:

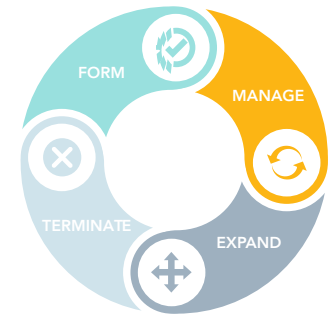
- ☐ Filing annual reports
- ☐ Filing and paying franchise taxes
- ☐ Renewing business licenses and permits
- ☐ Renewing assumed name or DBA registrations
- ☐ Filing federal and state tax returns
- ☐ Staffing corporate and independent director positions

Changing registered agent requires:

- ☐ Filing a Notice of Change

Showing corporate existence requires:

- ☐ Requesting a Certificate of Good Standing
- ☐ Requesting an apostille (for foreign country transactions)
- ☐ Obtaining a certified copy of formation documents
- ☐ Conducting a check for name availability (if changing entity name)
- ☐ Filing a registration or reservation for their entity name (for a corporation) or articles of organization (for an LLC)
- ☐ Filing and application for conversion (if changing the entity type)



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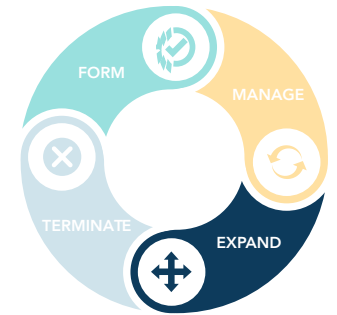
EXPAND

Expanding a business to another state or country requires:

- ☐ Conducting a check for name availability
- ☐ Filing an entity name registration or reservation
- ☐ Requesting a Certificate of Good Standing from the entity's home state
- ☐ Filing for foreign qualification or registration
- ☐ Appointing a registered agent in the foreign state(s)
- ☐ Applying for permits and business licenses
- ☐ Filing an assumed name or DBA certificate
- ☐ Obtaining state tax identifications
- ☐ Filing and retrieval of international documents

Merging or acquiring a business requires survivor filings, including:

- ☐ Conducting a check for name availability
- ☐ Filing an entity name registration or reservation (if changing entity name)
- ☐ Filing an amendment of assumed name or DBA (if necessary)
- ☐ Filing foreign qualification or registration documents
- ☐ Filing the evidence of merger in foreign states (if required)



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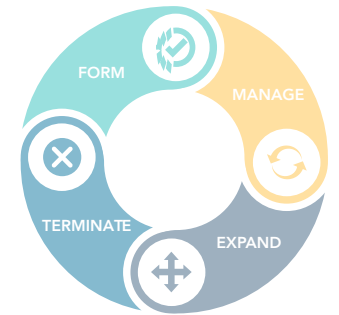
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TERMINATE

Closing your business into another requires:

- ☐ Filing a Notice of Intent to Dissolve (if required)
- ☐ Obtaining a tax clearance letter (if required)
- ☐ Filing the articles of dissolution
- ☐ Filing a withdrawal of qualification and registration, possibly also evidence of dissolution or merger for each foreign state
- ☐ Canceling permits and business licenses
- ☐ Canceling assumed name or DBA certificates
- ☐ Filing evidence of the dissolution or merger



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