

# Entity compliance by business stage

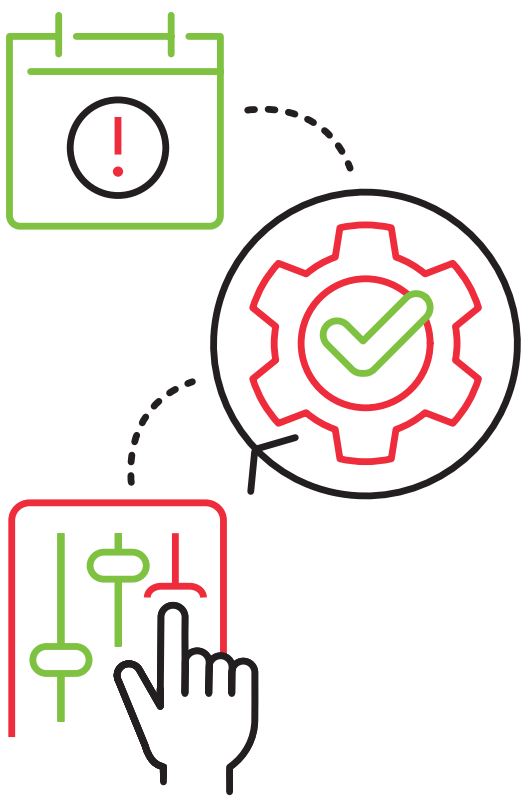
During each stage of a business entity's lifecycle, various events trigger important compliance obligations. Be sure to keep your business in good standing with federal, state and local authorities.



## Start

### Forming a 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
- File a BOI report (if required)



## Run

### Complying with ongoing responsibilities?

- File annual report
- File and pay franchise tax
- Renew business licenses
- Renew assumed name or DBA registration
- File an updated BOI report (if required)

### Proving corporate existence for business transactions?

- Obtain Certificate of Good Standing
- Obtain authentication
- Obtain certified copy of formation documents

### Changing entity structure?

- Conduct name availability check (if changing)
- File name reservation/registration (if changing)
- File amendment of Articles of Incorporation/Organization
- File post-conversion paperwork
- File application for conversion (if changing entity type)
- File an updated BOI report (if required)

### Changing registered agent?

- File notice of change of registered agent

### Complying with the Corporate Transparency Act

- File updated BOI report upon change of information reported about the company
- File updated BOI report upon change in beneficial owners
- File updated BOI report upon change in information reported about beneficial owners

## Grow

### Expanding business to another state? (Foreign qualification)

- Conduct name availability check
- File name reservation/registration
- File foreign qualification/registration
- File assumed name or DBA certificate
- Appoint registered agent
- Obtain business licenses
- Obtain Certificate of Good Standing (from domestic jurisdiction)
- Coordinate publication and file proof of publication (if required)

### Merging/acquiring another business? (Survivor filings)

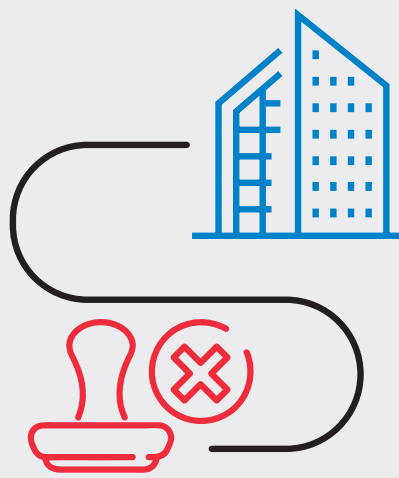
- Conduct name availability check
- File name reservation/registration
- File articles of merger
- File post-merger filings
- File amendment of assumed name or DBA (if needed)
- File foreign qualification documents (see above)
- File an updated BOI report (if required)



## Close

### Terminating an entity?

- File notice of intent to dissolve (if required)
- Obtain tax clearance letter (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
- File an updated BOI report (if required)



The expert service teams at CT Corporation help you get it all done. For more information, [contact us](#).