BizFilings

Important Steps to Take After Business Incorporation

What happens after incorporation? What must businesses do after the incorporation is complete? The chart below outlines post-incorporation steps specific to business types.

| Туре | Post Incorporation Requirements | Resources |
|------------------|--|---|
| LLC | Publish notice of the incorporation if the state requires it. | We can assist! Call/email/chat customer service. |
| | Obtain federal tax identification number (EIN) | We can assist! Use this link to order: <u>Order EIN</u> |
| | Obtain necessary business licenses | We can assist! Use this link to order: <u>Order Business License</u> |
| | Create an operating agreement | If BizFilings is the Registered Agent, templates are available in BizComply |
| | Open a business bank account, obtain business credit card and begin establishing clear separation of business and personal assets. | BizFilings Bluevine |
| C Corporation | Publish notice of the incorporation if the state requires it. | We can assist! Call/email/chat customer service. |
| | Create bylaws | If BizFilings is the Registered Agent, templates are available in BizComply |
| | Issue shares of stock to owners (shareholders) and record in stock transfer ledger. | Document internally on stock ledger. |
| | Hold and document initial meeting of directors (also called the organizational meeting). | If BizFilings is the Registered Agent, templates are available in BizComply |
| | Hold and document initial meeting of the shareholders. | If BizFilings is the Registered Agent, templates are available in BizComply |
| | Obtain federal tax identification number (EIN) | We can assist! Use this link to order: <u>Order EIN</u> |
| | Obtain necessary business licenses | We can assist! Use this link to order: <u>Order Business License</u> |
| | Open a business bank account, obtain business credit card and begin establishing clear separation of business and personal assets. | BizFilings Bluevine |



| Туре | Post Incorporation Requirements | Resources |
|------------------|--|---|
| Nonprofit | • Publish notice of the incorporation if the state requires it. | We can assist! Call/email/chat customer service. |
| | • Apply for tax exempt status with the IRS. | BizFilings Vcorp Services |
| | File necessary forms with the state to apply for state tax-exempt status, if applicable if your state requires it. | BizFilings 1-800Accountant |
| | Obtain federal tax identification number (EIN) | We can assist! Use this link to order: <u>Order EIN</u> |
| | Obtain necessary business licenses | We can assist! Use this link to order: <u>Order Business License</u> |
| | Open a business bank account, obtain business credit card and begin establishing clear separation of business and personal assets. | BizFilings Bluevine |
| S Corporation | File Form 2553 with the IRS to elect S corporation status. | We can assist! Call/email/chat customer service. |
| | • File state-level S corporation election if the state requires it. | BizFilings 1-800Accountant |
| | • Publish notice of the incorporation if the state requires it. | We can assist! Call/email/chat customer service. |
| | Create bylaws | If BizFilings is the Registered Agent, templates are available in BizComply |
| | Issue shares of stock to owners (shareholders) and record in stock transfer ledger. | Document internally on stock ledger. |
| | Hold and document initial meeting of directors (also called the organizational meeting). | If BizFilings is the Registered Agent, templates are available in BizComply |
| | Hold and document initial meeting of the shareholders. | If BizFilings is the Registered Agent, templates are available in BizComply |
| | Obtain federal tax identification number (EIN) | We can assist! Use this link to order: Order EIN |
| | Obtain necessary business licenses | We can assist! Use this link to order: Order Business License |
| | Open a business bank account, obtain business credit card and begin establishing clear separation of business and personal assets. | BizFilings Bluevine |



| LP & LLP | Publish notice of LP or LLP formation if the state requires it. | We can assist! Call/email/chat customer service. |
|----------|---|---|
| | Obtain federal tax identification number (EIN). | We can assist! Use this link to order: Order EIN |
| | Obtain necessary business licenses. | We can assist! Use this link to order: Order Business License |
| | Create a partnership agreement. | If BizFilings is the Registered Agent, templates are available in BizComply |
| | Issue partnership interest certificates to partners and record in partnership transfer ledger. | Document internally on stock ledger |
| | Open a business bank account, obtain business credit card and begin establishing clear separation of business and personal assets. | BizFilings Bluevine |

All Business Types: Common Requirements After Incorporating

- Post Incorporation Requirements
 - o Filing an Initial Report or List if the state requires it
- Annual Requirements
 - o File an annual report with the state, if your state requires it, and pay necessary fees
 - o Pay a franchise tax, if your state requires it
 - Pay federal and state taxes

BizFilings Can Assist with Your Ongoing Annual Report Filings

• BizFilings' Managed Annual Report Service (MARS) is a service in which BizFilings will monitor, manage, and file every one of your annual reports to ensure that they are filed on time and according to state specifications. Please call/email/chat customer service for more information and/or to sign up today!

Disclaimer: BizFilings is not a law firm and does not provide legal advice. If legal advice is required, please seek the services of an attorney. Read BizFilings full disclaimer at http://www.BizFilings.com/service/Terms-of-Use.aspx.

800-981-7183 608-827-5300 <u>agent@bizfilings.com</u> www.bizfilings.com wolterskluwer.com



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