

2020 YEAR END CHECKLIST FOR CORPORATIONS

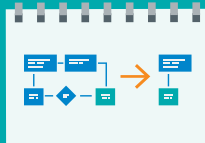
If changes have been made this past year to the information set forth to your Articles of Incorporation (Corporation) or Articles of Organization (LLC), you're required to file an amendment with the state of formation.

If you have expanded your business or plan to



- Such as:**
- Doing business in a new state
 - Opened new locations
 - Expanded product or service lines
- You may have to:**
- Form a new business
 - Reserve a name
 - Foreign qualify
 - File for Assumed name/DBA
 - Obtain good standing
 - Update business licenses/permits

If you have reduced the size of your business or plan to



- Such as:**
- Exited a state
 - Closed a location
 - Eliminated a product or service
- You may have to:**
- Dissolve or withdraw
 - File delinquent annual reports
 - Obtain tax clearance letters
 - Cancel assumed name/DBA
 - Obtain good standing
 - Cancel/update business licenses

If you have modified your business or plan to




- Such as:**
- Changed names
 - Changed entity type or management structure (officers, directors, members)
- You may have to:**
- File for conversion
 - File any amendments
 - Update business licenses
 - File assumed name

If you have refinanced your business or plan to



- You may have to:**
- File for conversion (if you plan on changing your entity type)
 - Obtain good standing
 - Reinstate

If you've have been in a merger or acquisition or expect to be



- You may have to:**
- Conduct due diligence
 - File articles of merger
 - Submit for post-merger qualification/withdraw filings
 - Update state records to reflect post-merger reality
 - Update business licenses and assumed names

If you have expanded globally or plan to



- You may have to:**
- Form foreign (non-U.S.) entities/formation
 - Employ authentication/apostille services
 - Engage translation services
 - Provide proof of existence
 - Obtain good standing
 - Prepare for international process of service/agent filings