

Relocation Checklist

Moving your office is a large and complex undertaking that needs to be handled properly from start to finish. It helps to have a bird's eye view of the essential compliance tasks that require attention during this time.

If your principal business office is relocating, you should review the following:



✓ Formation document

Also known as “**articles of incorporation**” for corporations or “articles of organization” for an LLC. This document should be updated with your new address. The change is made with the Secretary of State. In some states, the change may require an amendment or the state may have a specific form for changing the office.

✓ Foreign qualification document

For corporations or LLCs doing business in a **foreign state**, the qualification document should be updated if the principal office address has changed. Also known as the “certificate of authority”. The change may require an amendment or the state may have a specific form.

✓ Annual report

Update the **Annual Report** in the formation state and every state where qualified. A managed annual report service can often assist by automatically making these updates on your behalf when the next filing comes due.

✓ Assumed name

If the business owner is doing business under an **assumed name** (aka dba name), a filing should be made with the jurisdiction where the name is registered. This may be at the local or state level, or both. Filing requirements will differ depending on the jurisdiction.

✓ Business licenses

The process of updating all **business license** filings will differ depending on the federal, state and local agencies. Compile a list of all business licenses to see what needs updating and to identify what's missing.

✓ Taxes

Notify the IRS and all state and local **tax** authorities where taxes are paid. (For the IRS, use Form 8822-B.)

✓ Registered office

If the principal office is also the registered office (that is the address of your registered agent), file a change of registered office document. If you use a professional registered agent, that company will update the state as to the new address. However, if you self-represent or use an employee, you will have to file the change of office document yourself.

✓ Beneficial ownership information report

A corporation or LLC that has filed a **Beneficial Ownership Information (BOI) report** with FinCEN must file an updated BOI report with FinCEN if the address of its principal place of business changes.

✓ Governing documents

If governing documents (e.g., operating agreement or bylaws) list the principal office, amend them. These are private documents and not filed with the state.

✓ Contracts and agreements

Review all contracts and agreements. Some may require the contracting parties to notify the other party upon a change in principal office.

✓ Lenders, suppliers, vendors

Notify them of the new address and other contact details that may be changing.

✓ Registered agent

Provide your **registered agent** with the new address so that the registered agent knows where to forward documents received on the company's behalf.

✓ Change of address

Fill out a change of address with the U.S. Postal Service.

✓ Marketing

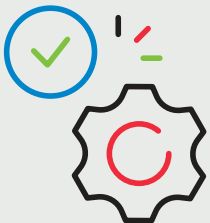
Update website, letterhead, business cards, social media and other marketing assets that list the old office address.

✓ Public record

Wherever the principal office is on file in a public record, something may have to be filed to update the public record.



Keep in mind that each business may have additional things happening. For example, if a company is in litigation, they may need to update the court on its new address, or if its address is listed in a UCC filing, an amendment may be filed to reflect the change.



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