

# CORPORATE CHECK-LIST

End-of-Year Due Diligence Check-list

## BUSINESS LICENSES

Obtain all appropriate business licenses & keep note of their renewal dates. If your clients have expanded or changed their business in the past year, you might need new licenses.

## ANNUAL REPORTS

For your own business or those of your clients, make sure the annual renewal/report is filed so the company isn't administratively dissolved.

## CORPORATE AMENDMENT FILING

Be aware of any company changes this year, such as a change in business name or a new address, a corporate amendment will need to be filed to keep the business records up to date.

## UPDATE UCCs

Review loan files to capture any changes that need to be made to UCC financing statements. be aware of any address or name changes of a debtor this year.

## DISSOLUTIONS & WITHDRAWALS

Properly dissolve or withdraw from states where operations have ceased. This will avoid having to pay potential taxes in that jurisdiction in the next year.