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ANNUAL COMPLIANCE CHECKLIST

BUSINESS | YEAR | CHECKED BY

COMPANY AND STATE

- ❑ Annual report / statement of information filed
- ❑ Franchise or privilege tax paid
- ❑ Registered agent current
- ❑ Beneficial ownership info current (if required)
- ❑ Business license(s) renewed
- ❑ Professional / trade licenses renewed
- ❑ Minutes or written consents for the year

EMPLOYEES AND WORKPLACE

- ❑ Labor law posters current
- ❑ Handbook reviewed
- ❑ I-9s complete for all staff
- ❑ Required training done (harassment, safety)
- ❑ OSHA 300A posted Feb 1 - Apr 30 (if required)
- ❑ Benefit plan filings (5500)

CONTRACTS AND PROPERTY

- ❑ Lease notice dates checked
- ❑ Vendor contracts reviewed
- ❑ Equipment inspections done
- ❑ Fire extinguishers serviced

TAX AND PAYROLL

- ❑ Quarterly estimated taxes paid
- ❑ Forms 941 filed each quarter
- ❑ W-2s and 1099s filed
- ❑ Sales tax returns filed
- ❑ Payroll tax deposits on schedule
- ❑ W-9s on file for all contractors

INSURANCE

- ❑ General liability renewed
- ❑ Workers' compensation renewed
- ❑ Professional / E&O renewed
- ❑ Commercial auto renewed
- ❑ Cyber liability reviewed
- ❑ Certificates of insurance sent to clients

DATA AND IT

- ❑ Backups tested
- ❑ Passwords and access reviewed
- ❑ Software licenses renewed
- ❑ Domain and SSL renewed
- ❑ Privacy policy up to date

Requirements vary by state, city, industry and number of employees. Use this as a starting list and confirm each item with your state's secretary of state, licensing agencies, insurer and accountant. Not legal advice.