Year-End Compliance Checklist

A practical guide to help businesses close out the year in good standing.

Use this checklist to review entity portfolios, confirm filings are complete, and identify where businesses may need additional year-end support.

1. Review Entity Information

Ensure corporate records match each state's records.

- [ ] New, closed, or inactive entities
- [ ] Added or discontinued locations
- [ ] New business lines
- [ ] Name changes
- [ ] Officer/director changes
- [ ] Mergers, acquisitions, restructurings
- [ ] Registered agent information

Inconsistencies are one of the biggest sources of service delays and administrative penalties.

VERIFY

- [ ] Business entities are in good standing in all jurisdictions
- [ ] Temporary or inactive entities aren't still accruing fees
- [ ] State records align with internal business records

2. Update State Records

If any business information has changed, entity records with the states may have to be updated.

- [ ] Amendments if required by state statute (name, address, officers/managers, or capital structure)
- [ ] DBAs/assumed names
- [ ] Reinstatements for lapsed entities
- [ ] Filings required following integrations or reorganizations
- [ ] Dissolutions or withdrawals
- [ ] Foreign qualifications for new states

Changes in names, management, business address, or capital structure that haven't been reflected in state records can create liability. In some states, you can update the record via an annual report, while in others, you will need to update via amendment. Businesses that are active but have dormant or dissolved entities may need to be reinstated. Inactive entities should be dissolved to avoid unnecessary taxes and lingering liability.

3. Complete Annual & Recurring Filings

Year-end is a good time to review business entity records to avoid penalties that often increase in the new year.

- [ ] Annual reports
- [ ] Franchise taxes
- [ ] DBA/business licenses
- [ ] DBA renewals
- [ ] Registered agent renewals
- [ ] Beneficial ownership filings

Addressing these issues now allows companies to start Q1 with a clean slate and focus on the business.

4. Prepare for Year-end Transactions & 2026 Needs

These documents are often required for closings, financings, and due diligence.

- [ ] Good standing certificates
- [ ] Certified charter documents
- [ ] Bring-down letters
- [ ] UCC and lien searches
- [ ] Dissolutions and withdrawal filings
- [ ] Name reservations

5. Clean Up Business Entities & Plan Ahead

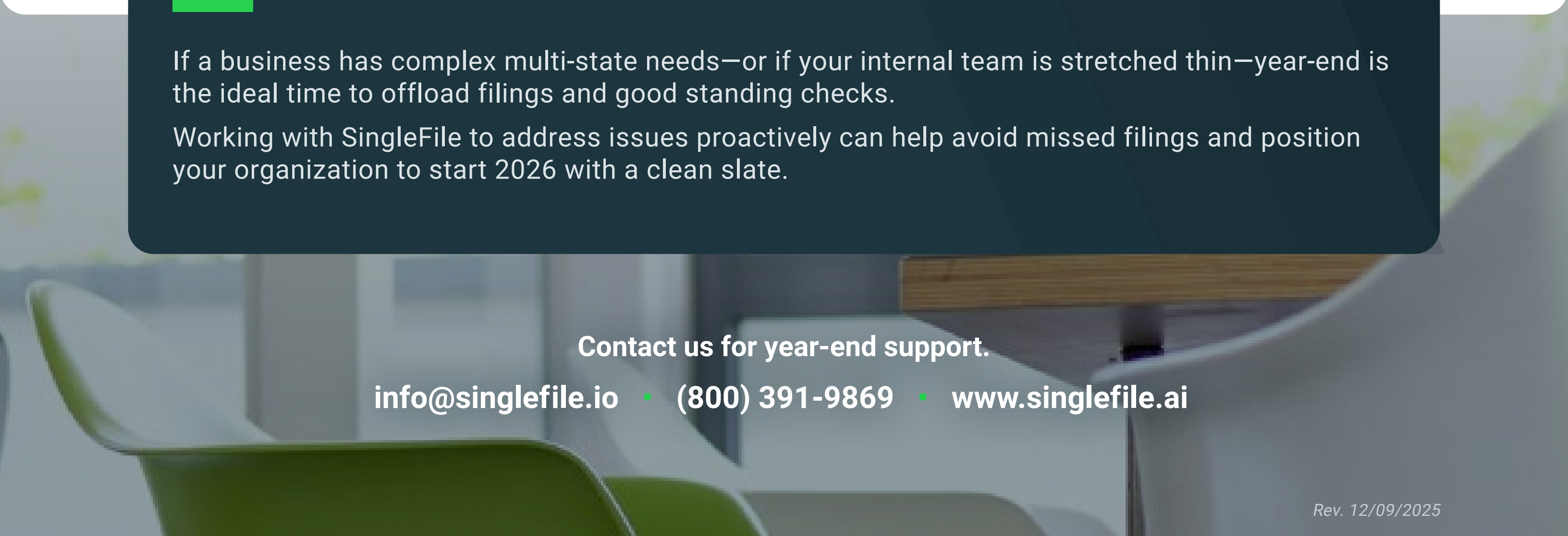
Use the end of the year to streamline and reduce compliance risk going into 2026.

- [ ] Identify entities to wind down or consolidate
- [ ] Review multi-state business activity
- [ ] Confirm early 2026 deadlines across states
- [ ] Organize filings and documentation centrally
- [ ] Verify updated contact and address information across jurisdictions

How SingleFile Can Help

If a business has complex multi-state needs—or if your internal team is stretched thin—year-end is the ideal time to offload filings and good standing checks.

Working with SingleFile to address issues proactively can help avoid missed filings and position your organization to start 2026 with a clean slate.



Contact us for year-end support.

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