

Corporate Docs Checklist
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Corporate Documents

- Articles of Incorporation and Amendments
- Bylaws and Amendments
- IRS Form 2553 if S corporation status is elected
- Banking resolution
- Stock certificates
- Stock ledger with records of each stock issuance or transfer
- List of any assets transferred into corporation
- Record of promissory notes for any loans to / from shareholders
- Minutes of meetings of the shareholders and meetings of directors
- Shareholder Operating and Buy-Sell Agreement
- DBA/Fictitious Name filing
- Corporate seal
- Annual state report filings
- State Good standing certificates

Licenses

- Federal TTB Permit
- Federal TTB COLAs
- State Licenses and Brand Approvals

Corporate docs are super important to preserve the 'corporate veil' and protect you from liability. Use this checklist as a guide to get started. Spring is a great time to locate, organize and clean up those corporate documents.