

Business Move Compliance Checklist

Business Name:

Move Date:

Old Address:

New Address:

Task	Date Filed / Updated	Proof Saved (Y/N)
Phase 1: Legal (0—14 Days)		
<input type="checkbox"/> Update Secretary of State address		
<input type="checkbox"/> Amend Articles / Organization (if needed)		
<input type="checkbox"/> Update Registered Agent (if applicable)		
<input type="checkbox"/> Foreign qualification / domestication (if moving states)		
<input type="checkbox"/> Confirm entity is Active / In Good Standing		
Phase 2: Taxes (≤30 Days)		
<input type="checkbox"/> File IRS Form 8822-B		
<input type="checkbox"/> Update federal payroll systems		
<input type="checkbox"/> Update state Department of Revenue		
<input type="checkbox"/> Update sales tax permit (if applicable)		
<input type="checkbox"/> Update payroll withholding accounts		
<input type="checkbox"/> Confirm old state accounts remain open until new active		
Phase 3: Local (30—60 Days)		
<input type="checkbox"/> Update/apply for city business license		
<input type="checkbox"/> Update/apply for county business license		
<input type="checkbox"/> Confirm zoning or use approval		
<input type="checkbox"/> Home occupation permit (if applicable)		
<input type="checkbox"/> Notify industry/professional licensing boards		
Phase 4: Financial (30—90 Days)		
<input type="checkbox"/> Update business bank accounts		
<input type="checkbox"/> Update credit cards / lines of credit		
<input type="checkbox"/> Notify lenders		
<input type="checkbox"/> Update merchant processors		
<input type="checkbox"/> Update insurance policies		



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