

SMALL BUSINESS COMPLIANCE CHECKLIST

*Subject to additional
information*

- Make personal and business estimated tax payments.
The requirements and due dates vary depending on business structure. Please consult your CPA for further details.
- Accounting - Perform monthly reconciliations on all bank accounts and credit card accounts.
- File your business income tax return(s).
C-Corporations are due 4/15 (or 10/15 if an extension is filed).
S-Corporations, Partnerships, and LLCs are due 3/15 (or 9/15 if an extension is filed).
- Make sure you have a payroll provider to assist with all of the payroll filing requirements.
- Provide copies of W-2s to employees by January 31st.
- Obtain Form W-9 from all contractors when they are hired.
- File all required 1099s to any contractor that was paid \$600 or more.
These are due to be filed by January 31st.
- File monthly or quarterly sales tax returns (if applicable).
- File your business personal property statement (Form 571-L) which is due between April 1st and May 7th (if applicable).
- File your Statement of Information with the CA secretary of state. (Due every year or every 2 years depending on your entity.)
- Renew your annual license issued by the city or county to allow your business to operate legally within the area.
- File the Beneficial Ownership Information report with Fincen within 90 days of forming a new legal entity. (Currently under litigation and subject to change.)
- File an updated Beneficial Ownership Information report within 30 days of changes to previously provided information. (Currently under litigation and subject to change.)
- Maintain Employee Personnel Files with all required documents (discuss with HR if applicable).
- Maintain your Seller's permit (if applicable).
- Maintain your Health permit (if applicable).