

US LLC Compliance Checklist

The yearly

Use this checklist once a year (and any time you receive a state or IRS notice) to confirm your LLC is in good standing. Epics Deals verifies state compliance through official Secretary of State online portals.

1 Company information

- ☐ LLC legal name matches state records.
- ☐ State of formation confirmed.
- ☐ EIN (federal tax ID) on file and accessible.
Foreign owners: no SSN needed - Form SS-4.
- ☐ Formation date and company age noted.

2 Registered agent

- ☐ Registered agent is active and reachable.
- ☐ Agent's address is current with the state.
A P.O. box alone is not enough for banking.
- ☐ Any agent change filed with the state promptly.

3 State compliance

- ☐ Annual report / franchise tax filed this year.
Deadlines and fees vary by state.
- ☐ Entity status shows Active / Good Standing on the Secretary of State portal.
- ☐ No unopened compliance notices (late fees, dissolution, revocation).
- ☐ State fees paid - no outstanding balance.

4 Federal tax filings (IRS)

- ☐ Federal tax return filed for every year since formation.
- ☐ Foreign-owned single-member LLC: Form 5472 + pro-forma Form 1120 filed yearly.
Penalty for missing: \$25,000 per year.
- ☐ No unanswered IRS notices or penalty letters.

5 Banking & records

- ☐ Business bank account in the LLC's name.
Approval is always the bank's decision.
- ☐ Formation documents + EIN letter (CP 575) stored securely.
- ☐ Bookkeeping up to date for the year.

Need help checking any of this?

Epics Deals handles LLC formation (\$130 + state fee), EIN without SSN, ITIN, tax filing and full compliance - with licensed US CPAs. WhatsApp us anytime: wa.link/x6klxo

Disclaimer: Epics Deals verifies state compliance only through publicly available Secretary of State online portals and does not have direct backend access to IRS or state agency systems. This checklist is general information, not tax or legal advice.