



Checklist for maintaining an S-Corporation:

- Keep Corporate Records:**
 - Maintain accurate and up-to-date corporate records, including meeting minutes, resolutions, bylaws, and shareholder agreements. Be sure to sign your by-laws and keep track of any amendments to those by-laws in your corporate notebook.

- Hold Regular Meetings:**
 - Conduct at least 1 annual meeting each year for shareholders and directors. Document meeting minutes discussing important company decisions, changes in officers or directors, and any significant business actions taken.

- File Biennial Reports:**
 - File biennial reports and pay the required fees with the Indiana Secretary of State. Failure to file these reports can lead to penalties or the dissolution of the corporation.

- Maintain Separate Finances:**
 - Ensure clear separation between personal and business finances. Maintain a separate business bank account and avoid commingling personal and business funds.

- Pay Shareholder Distributions Properly:**
 - Ensure that any shareholder distributions or dividends are properly documented and distributed according to the company's bylaws and ownership percentages.

- Comply with Tax Filing Requirements:**
 - File the appropriate tax returns with the IRS and state tax authorities – consult your tax professional for the specific forms that apply to your business, including all employment related taxes and forms.

- Monitor Shareholder Changes:**
 - Keep track of any changes in ownership or shareholders. Ensure proper documentation of any transfer or sale of shares on your transfer ledger.

- Stay Informed About Regulations:**
 - Stay updated with any changes in federal, state, or local regulations that may affect the operation of the S-Corporation. Compliance with laws and regulations is essential.

- Consult Professionals:**
 - Continue seeking advice and updates from legal, accounting, insurance and tax professionals experienced in corporate matters to ensure compliance with all regulations and best practices.