

New Corporation Checklist

The Accounting Dept.

Done?	Initial Corporate Set Up Tasks	Due Date/Frequency	Notes
	File For Federal Tax ID Number	Upon receiving corporate book	Apply online, by phone, or by mail
	Review S Corporation information and file paperwork if desired	Within 75 days of incorporating	We can discuss the pros and cons of S Corp status with you
	Open Corporate Bank Accounts	After receiving Federal ID Number	Be sure to take your corporate book with you.
	Conduct Your Organizational Meeting	Prior to beginning business	This is very important to protect the corporate veil
	Obtain State Employer and Sales Tax Numbers	Prior to beginning business	We can help you complete these
	File Initial Georgia Net Worth Tax Return	Due 15th day of 3rd month after incorporating	We can help you prepare this
	Obtain Business License	Prior to beginning business	Check with city and county for requirements
	Register Trade Name (d/b/a) if applicable	Prior to beginning business	Check with city and county for requirements
	Notify Creditors/Customers if incorporating existing business	As soon as possible	Send a mail out letter

Done?	Payroll/Accounting Set Up Tasks	Due By	Notes
	Set up payroll system	ASAP	We can help with your payroll processing
	Obtain necessary employee new hire forms	ASAP	We have these available
	Obtain Worker's Compensation Insurance if needed	Prior hiring employees	Check with your insurance company for details
	Set up a system for bookkeeping or outsource	ASAP	We can help you here as well.

Done?	Ongoing Tasks	Due By	Notes
	Make Payroll Tax Deposits (Federal and State)	15 days after end of month for most businesses	We can help you determine your deposit schedule
	File Form 941- Federal Payroll Tax Report	At the end of each quarter	We can prepare for you
	File Georgia Form G-7	At the end of each quarter	We can prepare for you
	File Georgia Quarterly Wage and Tax Report	At the end of each quarter	We can prepare for you
	File Georgia Sales and Use Tax Report (if required)	20th of the month to report prior months sales	We can prepare for you
	File Form 940- Federal Unemployment Tax Return	By Jan 31st each year	We can prepare for you
	File W-2 and 1099 Forms	By Jan 31st each year	We can prepare for you
	File Federal and State Income Tax Returns	By March 15th each year	We can prepare for you
	File Annual Registration to Secretary of State	By April 1st each year	A must to keep your corporation active.

Call us at 770-271-0051 for your free 1/2 New Business Consultation