CHECKLIST

Post-Incorporation Checklist

A practical checklist for the steps that follow once your US LLC is formed.

Inside this guide

Prepared by Start USA LLC | Reviewed September 2026

FIRST 72 HOURS

Lock down the company record

The goal is to make the company easy to prove, easy to manage and hard to misstate.

1 Save and verify

- [ ] Download the accepted formation document and state filing receipt.
- [ ] Record the entity number, formation date and exact legal name.
- [ ] Verify the public state record is correct and active.
- [ ] Store registered-agent details and renewal terms.
- [ ] Sign and store the Operating Agreement.

2 Create the master profile

- [ ] Create one internal sheet with legal name, EIN, state, entity number, owner details and official addresses.
- [ ] Use the same master data whenever you apply for banking, payments, accounting or other business services.
- [ ] Restrict editing access to the people responsible for company administration.

FINANCIAL SETUP

Separate the business from the founder

Clean separation makes banking, bookkeeping and compliance much easier.

1 EIN and banking

- [ ] Secure the EIN and save the IRS confirmation.
- [ ] Prepare a bank-ready folder before starting applications.
- [ ] Use a dedicated business account for business income and expenses.
- [ ] Record owner contributions and reimbursements clearly instead of treating them as normal sales or expenses.

2 Payments and bookkeeping

- [ ] Set up a payment processor only with accurate legal, ownership and business information.
- [ ] Create bookkeeping categories for revenue, software, contractors, professional fees and other recurring expenses.
- [ ] Reconcile bank and payment balances at least monthly.
- [ ] Create a consistent invoice numbering and storage process.

TAX & COMPLIANCE

Know which rules apply to your exact LLC

An LLC is a legal form. Federal tax filing depends on ownership and any elections made.

1 Foreign-owned single-member LLC

A U.S. LLC that is disregarded for federal tax purposes and wholly owned by a foreign person can have a Form 5472 filing requirement attached to a pro forma Form 1120. Review reportable transactions and filing mechanics with a qualified tax professional.

2 Multi-member LLC taxed as a partnership

A domestic partnership generally files Form 1065 by the 15th day of the 3rd month after its tax year ends and furnishes Schedule K-1 to partners. Other federal forms can apply depending on the owners and activity.

3 State maintenance

Add the formation states recurring tax, annual report, renewal or other maintenance requirement to your calendar. State rules differ significantly.

! BOI status - September 2026

As of September 2026, U.S.-created companies are exempt from FinCEN beneficial ownership information (BOI) reporting under the final rule effective August 14, 2026. Certain foreign entities registered to do business in the U.S. can still have BOI obligations.

OPERATIONAL READINESS

Make the LLC usable in real business

A formed company is only useful when contracts, payments and records all point to the same legal entity.

1 Client-facing setup

- [ ] Update proposals, contracts and invoices to the LLCs exact legal name.
- [ ] Use a professional domain email and a consistent customer-support contact.
- [ ] Make sure your website accurately describes the product or service you actually sell.
- [ ] Publish appropriate terms, privacy and refund/cancellation information for your business model.

2 Internal controls

- [ ] Turn on two-factor authentication for banking, email, domain and payment accounts.
- [ ] Use separate admin roles instead of sharing passwords.
- [ ] Back up formation, tax and banking records in a second secure location.
- [ ] Create a recurring monthly admin day for reconciliation, document filing and compliance review.

REFERENCE

Official sources & important notes

Use this guide as an operating checklist. Requirements vary by ownership, tax classification, state, business activity and where you actually operate.

> **!** **Current compliance note**
>
> As of September 2026, U.S.-created companies are exempt from FinCEN beneficial ownership information (BOI) reporting under the final rule effective August 14, 2026. Certain foreign entities registered to do business in the U.S. can still have BOI obligations.

Official sources reviewed

1. IRS - Instructions for Form SS-4 (EIN)
   https://www.irs.gov/instructions/iss4
2. IRS - Instructions for Form 5472
   https://www.irs.gov/instructions/i5472
3. IRS - Instructions for Form 1065
   https://www.irs.gov/instructions/i1065
4. IRS - Publication 509, Tax Calendars
   https://www.irs.gov/publications/p509
5. FinCEN - Beneficial Ownership Information
   https://www.fincen.gov/boi
6. Delaware Division of Corporations - FAQs
   https://corp.delaware.gov/faqs/
7. Wyoming Secretary of State - Business FAQs
   https://sos.wyo.gov/FAQS.aspx?root=BUS

Important

This resource is general information, not legal, tax, accounting, banking or investment advice. Rules and provider requirements can change. Confirm current requirements with the relevant government agency and a qualified professional before filing or making tax decisions.