



ORC GUIDE SERIES

BUSINESS FORMATION KNOWLEDGE COLLECTION

North Carolina Business Registration Readiness Checklist

A practical companion to ORC-BUS-001

ORC PROMISE

This resource is designed to help you prepare carefully - not to make legal, tax, accounting, licensing, or ownership decisions for you.

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KNOWLEDGE ORGANIZED. DECISIONS CLARIFIED.

Learn • Organize • Advance

A. Decision Readiness

Complete this section before administrative form preparation begins. Marking a box means the decision has been made by you or with an appropriately qualified adviser - not by ORC.

- ☐ I have selected the entity type I intend to register.
- ☐ I have identified every initial owner and the approved ownership arrangement.
- ☐ I have identified who will manage the business and who may sign filings and contracts.
- ☐ I have obtained the legal and tax advice needed for structure, liability, tax treatment, and governing terms.
- ☐ I have checked whether a professional or regulated entity form is required.
- ☐ I have approved the effective date and jurisdiction of formation.

DO NOT CONTINUE ADMINISTRATIVELY IF

You still need someone to choose the structure, determine ownership rights, select tax treatment, draft customized governing terms, or interpret legal or licensing consequences.

Decision notes / adviser follow-up

B. Filing Information Source Sheet

Required item	Verified information / source
Approved legal name	_____
Entity type	_____
Jurisdiction	_____
Principal street address	_____
Principal mailing address	_____
County	_____
Business telephone	_____
Business email	_____
Registered-agent legal name	_____
Registered-office street address	_____
Registered-office county	_____
Organizer / incorporator / authorized signer	_____
Initial owners or officials required by the filing	_____
Approved effective date	_____
Approved description of business activity	_____
Payment source and filing authorization	_____

C. Before Submission

- ☐ I opened the current official form or online filing page.
- ☐ I confirmed the current form edition, filing method, fee, and payment instructions.
- ☐ I searched the North Carolina business registry using the approved spelling.
- ☐ I checked whether an assumed-name filing may be needed.
- ☐ I confirmed the registered agent's qualification, consent, address, and availability.
- ☐ I checked every name, address, county, title, date, and email for consistency.
- ☐ I reviewed every filing entry and approved the final submission copy.
- ☐ I identified who will retain the receipt, accepted filing, and agency notices.

Authorized filing record

Client / business: _____

Filing type: _____

Authorized signer: _____

Approved filing fee: _____

Date approved: _____

Submission method: _____

FINAL CURRENT-SOURCE CHECK

Recheck the exact official filing source immediately before submission. A fee, form, address, processing option, or instruction that was correct earlier may have changed.

D. After Approval

- ☐ Save the accepted filing, payment receipt, and approval confirmation.
- ☐ Obtain an EIN directly from the IRS when appropriate.
- ☐ Complete applicable NCDOR tax-account registrations.
- ☐ Confirm state, professional, county, municipal, and industry licenses or permits.
- ☐ Complete the operating agreement, bylaws, consents, ownership records, or other governance documents with appropriate advice.
- ☐ Open business financial accounts and establish bookkeeping and authorization controls.
- ☐ Arrange applicable insurance, payroll, employment, and new-hire processes.
- ☐ Create the company record book and limit access to sensitive records.
- ☐ Record the annual-report due date and other recurring deadlines.
- ☐ Recheck the current FinCEN BOI page and document the result.

Compliance calendar

Task	Due date	Owner	Evidence / source

E. ORC Engagement Readiness

- ☐ I have identified the exact filing I want ORC to prepare.
- ☐ I understand that ORC will use my information, decisions, and instructions.
- ☐ I will review and approve every filing entry before submission.
- ☐ I understand that ORC does not provide legal, tax, accounting, securities, insurance, investment, or licensing advice.
- ☐ I understand that ORC does not guarantee approval, processing time, legal effect, tax treatment, or continuing compliance.
- ☐ I will obtain qualified professional advice when a requested decision is outside ORC's administrative scope.

READY TO MOVE FORWARD

Bring the completed source sheet, your approved filing instructions, the current official form or online filing reference, and the documents needed to verify names, addresses, ownership, authority, and payment.

Client acknowledgment

Client name: _____

Business name: _____

Signature: _____

Date: _____

This checklist is an educational and administrative organizational tool. It is not legal, tax, accounting, licensing, securities, investment, or insurance advice.