

**E-Newsletter
January 2010**

IT'S A START

You have just completed the formation of your professional entity [i.e., a *professional corporation, limited liability company or professional association*], and now there is nothing left to do! Not quite. After your form your entity, there are certain items that must be completed in order to comply with Georgia laws, such as:

- A. For a professional corporation [and to a certain extent a professional association], the corporation's Bylaws must be completed, along with certain consents from the board of directors of the corporation, and shareholder subscription agreements.
- B. For a limited liability company, an Operating Agreement must be prepared.
- C. Once your entity is formed, you must obtain: (1) Internal Revenue Service tax identification number; (2) State of Georgia Department of Revenue tax identification; (3) and a State of Georgia Department of Labor number.
- D. If you elect to become a Sub-Chapter "S" corporation, then you must file Internal Revenue Service Form 2553 with the IRS within the proscribed time period, after your entity has been formed. [Please consult your accountant].
- E. Once your entity is formed, you must also obtain a business license. [If you purchase a practice, start a new practice, or relocate your practice to a different city or county, you may need a new business license].
- F. Last but not least, once your entity is formed, you must file an annual registration with the Georgia Secretary of State.

Whether you are a new entity or you have been an existing entity for many years, it is a good idea to perform a company check-up to make sure that you are in compliance with Georgia law. If you fail to comply with Georgia law, as well as the Internal Revenue Service, the consequences may be far reaching.

If you have any questions or concerns, please feel free to contact us.