

LLC Annual Compliance Checklist

A practical annual and monthly checklist for a US LLC managed from France.

LLC For French — Organization template only. This is not legal, tax or accounting advice.

Annual items

Done	Item	Notes
■	Verify annual report requirements for the state of formation	
■	Renew Registered Agent service	
■	Review LLC address, contact email and important company records	
■	Review Operating Agreement and update if needed	
■	Backup all statements, receipts and agreements	
■	Discuss tax/reporting obligations with a qualified professional	

Monthly bookkeeping items

Done	Item	Notes
■	Export Mercury statement	
■	Export Wise transfer receipts	
■	Update Expense Tracker	
■	Update Funding Tracker / shareholder loan balance	
■	Collect missing receipts	
■	Reconcile transfers Wise → Mercury	
■	Save documents in folders by year and month	

Documents to keep

Done	Item	Notes
■	Articles of Organization	
■	EIN confirmation letter	
■	Operating Agreement	
■	Registered Agent invoices	
■	Mercury statements	
■	Wise receipts	
■	Loan agreements	

■	Operating resolutions	
■	Invoices and receipts	

Risk reminders

Done	Item	Notes
■	Do not mix personal and business expenses	
■	Document owner funding clearly	
■	Keep a clear distinction between loan, contribution and distribution	
■	Avoid relying only on screenshots; save PDFs when possible	