

7 Surefire Paths to Corporate Filing Approval



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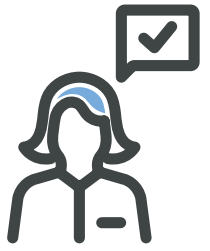
Check status and be aware of prerequisites.

Before submitting a filing on an existing entity (such as an amendment dissolution), ensure the entity is in good standing. States will usually not accept filings on entities that are not. This includes handling any preliminary requirements, such as a tax clearance or annual report filing.

Make sure the name is correct.

Small punctuation and spelling errors are easily avoidable causes for rejection. Make sure the name of the entity is consistent across supporting documents or where the name is listed in other places in the documents. Proofread, proofread, proofread!

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Verify name availability in advance and check against state requirements.

State statutes list indicators (such as corporation or LLC) that are allowed and words that cannot be used or require outside approval first, but sometimes it depends on administrative regulations and the judgment of the filing officer.

Get an authorized signer to sign the right way.

Check the statutes to ensure you have the right company principal signing the form and verify what sort of signature is allowed. Most states accept scanned copies, but there are exceptions depending on the filing. Electronic 'DocuSign' signatures are starting to gain acceptability but are still not allowed by many jurisdictions.

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Preclear.

For more complex transactions, such as a merger filing, pre-clearance can help ensure your filing is accepted when it really matters - in states that offer it. You submit an unsigned copy of the document, requesting pre-clearance with the appropriate fee. A filing officer will review the document and indicate if there is a cause for rejection. Be aware, however, that this review does not always include verifying if a chosen name is available or the company listed is in good standing.

Legibility matters!

If a document gets printed and rescanned multiple times, the quality can suffer. States will often reject documents if they think they will be unreadable once uploaded to their system. Best practice is to stick with standard black font and consider how many times a filing has been copied or rescanned.

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Always have the most current version of the right form.

A common problem is submitting a form for the wrong entity type, such as submitting an amendment for an LLC on a form for a corporation. When dealing with filings that can combine multiple entity types, such as mergers and conversions, it gets a little tricky. So double check to make sure you choose the right form.