

ONCE A YEAR

Give your business a checkup

Each year, set aside time to make sure important information, filings, and protections are up to date.

Required or may be required

- ❑ File your Connecticut Annual Report by its deadline.
- ❑ Keep your business information current, including your business address and registered-agent information.
- ❑ Review required licenses and permits and renew those that expire.



If you ever close your business

Don't just close the doors. Formally dissolve your business with the state. Simply stopping operations does not remove it from the public record, and an inactive entity can still be targeted by fraudsters.

Smart business practices



- ❑ Check your business credit report for activity you don't recognize.
- ❑ Review banking and financial records for unusual transactions or other signs of fraud.
- ❑ Review important governance and organizational records and make sure they are current and safely stored.
- ❑ Refresh cybersecurity practices and employee awareness.
- ❑ Confirm "Follow Business" alerts are active on [Business.CT.gov](https://business.ct.gov).
- ❑ Review state business resources, funding programs and contracting opportunities.

And remember your business is part of a community!

Get verified business resources sent straight to your inbox!



Use the QR code to sign up to receive our [Business News e-newsletter](#), which each month provides:

- Information on grants, small business loans, and other funding opportunities
- Upcoming webinars, training, and job skills improvement programs
- Important business-related updates from the Secretary of the State