



## ESSENTIAL COMPLIANCE CHECKLIST FOR BUSINESS OWNERS

Running a business comes with many responsibilities, including staying **compliant** with **state** and **federal laws**. To help you avoid common pitfalls, we've put together this essential checklist. Save this as a quick reference to safeguard your operations and ensure **peace of mind**:



### **Business Entity Compliance**

- Ensure you've filed an annual Public Information Report and franchise tax returns with the Texas Comptroller.
- Maintain an updated Operating Agreement (LLCs) or Bylaws (Corporations).



### **Employment Law Essentials**

- Display all required labor law posters in the workplace.
- Ensure compliance with worker classification rules (independent contractors vs. employees).
- Have written employment agreements or policies that outline expectations and protect your interests.



### **Contracts & Agreements**

- Regularly review contracts with vendors, clients, and partners for enforceability.



### **Cybersecurity & Data Protection**

- Implement a data breach response plan in compliance with the Texas Data Breach Notification Law.
- Use secure methods to store customer and employee data.
- Train employees on cybersecurity best practices, including phishing prevention.



### **Licensing & Permits**

- Verify all required state and local permits and licenses are up-to-date (e.g., sales tax permits, professional licenses).
- Conduct periodic checks to ensure compliance with industry-specific regulations.