

IS YOUR BUSINESS GROWING OR CHANGING?

A Business Change Readiness Sheet for Small & Midsize Businesses

Business changes can create new compliance responsibilities. Use this sheet to spot moments when HR, payroll, tax, licensing, registration, or recurring filing requirements may need another look. It is an awareness tool - not a filing guide.

CHECK ANY CHANGE THAT APPLIES TO YOUR BUSINESS

☐ Hiring your first employee Hiring can introduce payroll, employment-tax, I-9, wage-and-hour, workers' compensation, new-hire reporting, workplace notice, and other employer obligations.	☐ Adding employees or growing headcount As workforce size changes, additional federal, state, or local employment requirements may become applicable based on employee-count thresholds and work locations.
☐ Opening a new office, store, or work location A new location can affect business registration, licenses and permits, zoning, state/local taxes, payroll accounts, workplace postings, and insurance requirements.	☐ An employee moves or begins working in another state Where an employee actually works can affect withholding, unemployment, wage-and-hour rules, leave requirements, workers' compensation, and other state or local obligations.
☐ Expanding business activity into another state New operations, physical presence, employees, client activity, or revenue in another state can create registration, tax, licensing, or foreign-qualification considerations.	☐ Changing your business address or principal location An address change can affect federal, state, and local records, licenses, tax accounts, registered-agent records, payroll filings, and recurring business filings.
☐ Changing your business name, structure, ownership, or management Changes to the entity or its key information can affect registrations, tax records, licenses, payroll accounts, and information reported in recurring state filings.	☐ Adding new products, services, or regulated activities A change in what the business sells or does can create new licensing, permit, sales/use tax, industry, or other regulatory requirements.
☐ Moving to remote or hybrid work Remote work can create compliance questions based on where employees perform their work, even when the company has no physical office in that jurisdiction.	☐ Closing a location or ending operations in a state Stopping activity does not always end registrations or recurring obligations automatically. State, tax, licensing, payroll, and entity records may still need review.

IF YOU CHECKED ONE OR MORE BOXES

It may be time for a compliance review. WMP Compliance Partners helps small and midsize businesses identify which HR, payroll, state compliance, and annual-report considerations may apply as the business changes.

Current reference points: U.S. Small Business Administration - Launch, Manage & Grow Your Business; IRS Publication 15 (2026). Requirements vary by business structure, activity, workforce size, employee work location, and jurisdiction. General educational information only; not legal, tax, accounting, or insurance advice.

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