

My Annual Business Legal “Check-up” List

- Make List**
- Check Corporate / LLC status (<http://www.sos.ne.gov>)
- Review Bylaws, Update Minutes, organize Corporate Records
- Review status of independent contractors to ensure they are not actually employees (clearly define IC’s by having written contracts)
- Review protection of my business’s confidential information (more than just electronic protection, but do I need confidentiality or non-compete agreements)
- Review transition plan for my business (since immortality isn’t an option, do I have a plan if I don’t wake up tomorrow: buy-sell agreements, key employee life insurance)
- Check whether the Patient Protection and Affordable Care Act of 2010 applies to my business (can I benefit from it even if it doesn’t?)
- Check my internet website disclaimers and Terms of Use
- Conduct full insurance review
- Update Employee Handbook:
 - Confidentiality
 - Confirm “Employment-at-Will” status
 - Sick/Vacation pay accrual (use it or lose it)
 - Internet Usage
 - Social Media
 - Reimbursement Policies
- Review Receivables/Vendor Management (what if one of my receivables or vendors files bankruptcy)
- _____
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Provided by:

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**Never make a list that you can’t immediately check something off.