My Compliance Calendar

One page. Every date gets its official source. No source, no date in the phone.

My business: _____ State: _____ County: _____ Formed (month/year): _____

What	My date	Official source I checked	Reminder set (30 days before)
State filing (Virginia LLC: annual registration fee; Maryland: annual report)			☐
County or city business license (if required)			☐
Permits tied to my work (food, childcare, health, other)			☐
Quarterly estimated taxes (your CPA helps confirm these)			☐
Insurance renewal (ask for a fresh COI the same week)			☐
Registered agent and address current with the state			☐
SAM.gov renewal, every 365 days, only if registered (sam.gov/entity-registration)			☐
Other:			☐

Examples, from official sources

- Virginia LLC: $50 annual registration fee, due by the last day of the formation month. Unpaid, the LLC can be cancelled automatically at the end of the third month after the due date. Virginia SCC.
- Maryland: annual report due April 15. You can ask for an extension. Maryland SDAT.
- SAM.gov: registration must be renewed every 365 days. SAM entity registration.

County license deadlines differ by locality. Find yours on your county's official website.

DO THIS: Verify your next filing date on the official site tonight. Put it in your phone with a 30-day reminder.

This handout is general education for the VEC class, not legal, tax, or insurance advice. Rules change and vary by state, county, and business. Check the official source and ask a licensed professional before you act.