THE RKC BUSINESS RESOURCE COLLECTION

LLC & Corporation Organization Planner

A records system for entity information, ownership, accounts, decisions, and recurring responsibilities.

A practical guide + printable worksheets

Use a pen or a PDF annotation app. Worksheets are printable; they are not interactive form fields.

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Educational organization tools. No legal, tax, investment, credit repair, or lending services. No funding or credit-score outcome is promised.

Build a separate file for each company

Use this planner to organize an existing entity or a formation project. It does not create an LLC or corporation, select tax treatment, or replace bylaws, operating agreements, minutes, or professional advice.

Folder	Keep here
01 - Formation	Filed documents and confirmation letters
02 - Governance	Current governing documents and approved decisions
03 - Finance	Bank records, bookkeeping exports, and funding records
04 - Agreements	Signed contracts, licenses, and insurance
05 - Calendar	Confirmed deadlines, owners, and completion evidence

Keep sensitive information private

Use account nicknames and last four digits. Store full tax identifiers, passwords, and identity documents separately in protected storage. Do not publish them on your website.