

**TERRY M. MALLERY, A PROFESSIONAL LAW CORPORATION**  
**CHECKLIST OF DISSOLUTION/LIQUIDATION DOCUMENTS**  
(Corporation)

STATUS

ALLOCATION OF DUTIES

<u>NEED</u>	<u>DRAFT</u>	<u>COMP</u>	<u>DOCUMENT</u>	<u>CLIENT</u>	<u>ATTORNEY</u>	<u>C.P.A.</u>
			Fee Agreement			
			Conflict of Interest Disclosure & Consent			
			Catch-up on Statement of Information Filings			
			Catch-up on income and payroll tax returns			
			Written Consent of Shareholders to Wind Up and Dissolve			
			Tax planning for liquidation - corporation			
			Tax planning for liquidation - stockholders			
			Mailed notice to known creditors			
			Published Notice to Creditors			
			Plan of Liquidation, w/Written Consent of Shareholders and Directors, and Certified Copy			
			Exhibit A – Liquidation Balance Sheet			
			Certificate of Dissolution			
			FTB: Request for Tax Clearance			
			File Final Tax Return			
			IRS Form 966 and Certified Copy of Resolution re Plan of Liquidation			
			Secretary of State: Certified Copy of Certificate of Dissolution			

Read and approved:

\_\_\_\_\_ (authorized representative of corporation)