

Professional Corporation or Professional LLC

Frequently Asked Questions

Here are some answers to questions we receive frequently from the public about professional corporations and limited liability companies. We provide this for informational purposes only. It does not constitute legal advice.

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1. I've been told to form a Professional Corporation or Professional LLC. What is that?

It's a special kind of corporation and LLC. Some licensed professionals have to go through extra steps to be able to form these special corporations or LLCs. It's the only kind of corporation or LLC they can form.

2. I've got a professional license. I want to form a regular corporation or LLC not a professional one. Can I do that?

No, not if we know that's what you're trying to do. We won't let you form a regular corporation or LLC if we know you're a licensed professional who's not supposed to. You'll have to form a professional corporation or LLC.

If you manage to do it anyway, as soon as we find out, we'll report to your licensing board. Some licensing boards take a dim view of their licensees setting up regular corporations and LLCs.

3. I'm a licensed professional. How can I find out if I have to form a professional corporation instead of a regular one?

- * You can check the list on our website. [Click here for the list.](#)
- * Your licensing board can tell you. [Click here for a link to board websites which require forming a professional corporation or LLC.](#)

4. I want to form a professional corporation or LLC. What do I have to do?

	Professional Corporation	Professional LLC	Foreign Corporation or LLC
What form do I use? Click here for both forms	PC-05	PLLC-02	Same forms
Do I need a Licensing Board Certificate?	Yes	Yes	Yes
Do I have to send the Certificate with the Form?	Yes	Yes	Yes
Can I send you a copy of the Licensing Board Certificate?	No copies. Only the original.	No copies. Only the original.	No copies. Only the original.

Do I need to submit a copy of my license?	No	No	No
What is the fee?	\$125.00	\$125.00	\$250.00
Do I have to file an Annual Report?	No	No	No

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5. I sent you the forms for a Professional Corporation or LLC. I was told I needed a certificate. What's that and why do I have to have it?

It's a document you get from your licensing board. It's how your licensing board lets us know that you meet their standards. We can't create your Professional Corporation or LLC until we get the certificate.

6. How can I get in touch with the board for my type of license?

Click "[HERE](#)" for the list of licensing boards contacts and information.

7. We're licensed in different professions. We want to form a Professional Corporation or LLC together. Can we?

You may be able to do that. It depends on the profession each of you is licensed in. Some professions can have a professional corporation together. Others can't.

8. Which professions can form a Professional Corporation or LLC together?

There are a couple of ways you can find out:

- * You can ask the licensing boards. [Click here for the boards' contact information.](#)
- * You can [click here](#) for a list of the professions.

9. We're licensed in different professions. We want to form a Professional Corporation or LLC. What do we need to do?

You have to get certificates from the licensing board for each profession and service. Then follow the steps above in FAQ #4. Remember to send us a certificate for each profession and service.

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10. I need to make changes to a Professional Corporation or LLC. What do I need to do?

<i>TYPE of ACTION</i>	Professional Corporation	Professional LLC
AMEND the articles of incorporation, organization or certificate of authority	<p>Step 1: Get a certificate from the licensing board(s).</p> <p>Step 2: File Articles of Amendment – Form <u>B-02</u> with the certificate(s).</p>	<p>Step 1: Get a certificate from the licensing board(s).</p> <p>Step 2: File Articles of Amendment - Form <u>L-17</u> with the certificate(s).</p>
CHANGE the registered agent name and/or address	File a Statement of Change of Registered Office or Agent - Form BE-06 . No certificate is needed.	
CHANGE the principal office address	<p>Step 1: Prepare a letter to us on entity letterhead which:</p> <ul style="list-style-type: none"> * States the new principal office address. * Includes the county in which the new address is located. <p>Step 2: Mail the letter to us with a check for the \$10 filing fee. Make the check out to “Secretary of State”.</p>	

11. I’m licensed in another state. I have a Professional Corporation or LLC there. Can it be a Professional Corporation or LLC in NC?

Yes. First, get a certificate from the NC licensing board. Then, apply for a certificate of authority to do business in NC as a Professional Corporation or LLC.

12. I have a Professional Corporation or LLC. If my licensing board suspends or revokes its certificate does it affect the status with you?

Yes. When the Board notifies us that the certificate is suspended or revoked, we change the status of your Professional Corporation or LLC to “PA suspended”.

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13. How can I get my Professional Corporation or LLC reinstated?

First, you have to fix any issues with the licensing board. Then, ask the board to notify us to reinstate the corporation or LLC. We can't reinstate it until we hear from the board.

14. I know of a licensed professional who formed a regular corporation instead of a professional one. Do you want to know about it?

Yes. You can either:

- * File a complaint with us. [Click here for our complaint/tip form.](#)
- * Report the person to the licensing board. [Click here for the boards' websites.](#)

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