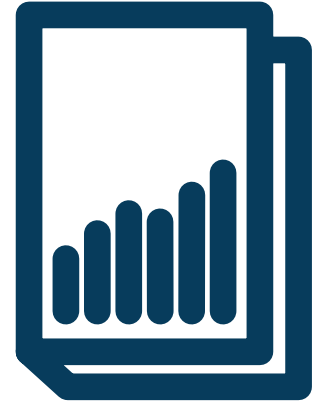


Acing the Annual Report In 4 Steps

A guide from the
entrepreneurship pros
at [incorporate.com](https://www.incorporate.com)



1 Understand why it exists.

The term “annual report” might sound familiar if you own stock, but many new business owners aren’t aware it has a different meaning for them. Corporations and LLCs are required to submit an annual (or biennial in some states) report to state government entities. Its purpose is to outline an organization’s current management and financial information. This includes company structure details and financial information.

Company structure details include names of:

- ▶ Officers
- ▶ Directors
- ▶ Members
- ▶ Registered agent (visit our [Registered Agent Service](#) page to learn more)

Financial details can include:

- ▶ Stated capital
- ▶ Paid-in capital
- ▶ Authorized shares
- ▶ Issued shares

Another purpose for the annual report is so your state can use it to determine your company’s franchise tax. A franchise tax is essentially a tax imposed on all incorporated businesses for the privilege of doing business in a given state. For this reason, it’s crucial that your annual report is completed correctly and accurately. And of course, our small business pros can help with that.



2

Know the aliases.

Although the requirements are generally the same, some states use a different term for the annual report. Here are some examples:

Delaware – Annual Franchise Tax Report

California – Statement of Information

Nevada – Annual List

Oklahoma – Annual Certificate

If you're not sure how your state refers to it, give us a ring and we'll happily give you the scoop.

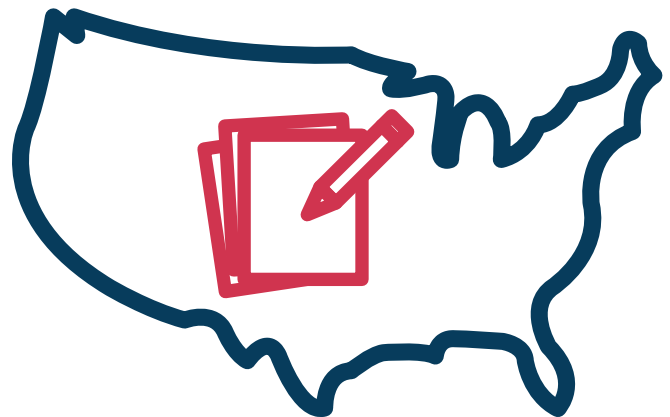


3

Study up on your state.

When it comes to annual reports, how, when, and even what you file greatly depends on your state. For example, whereas many states require you to file each year on the month your business was first registered, Delaware has a March deadline for corporations and a June deadline for LLCs. Other factors that vary by state include paperwork requirements, flexibility around making amendments, penalties for late or incorrect filings, and more. There are even five states that don't require an annual report at all (Arkansas, Nebraska, Ohio, Oklahoma, and South Carolina).

Be sure to research what your state requires, and remember our pros are always here to help. For detailed information on incorporating in your state, check out our online [State Guides](#).



4

Get it done and move on.

Avoid the risk of costly monetary and legal penalties, and let our trusted small business pros get your annual report out the door quickly and accurately. We've been helping small businesses across the country for over a century, and our experience affords us intimate knowledge of each state's unique annual report laws, deadlines, and nuances. We're so confident in our [Annual Report Service](#) that we guarantee your company's good standing.

Here's what's included:

- ▶ **We'll audit your company to make sure everything is up to date and in good standing from a Secretary of State level, and continue this each year as a standard.**
- ▶ **We'll archive client information for use when completing filings.**
- ▶ **We'll monitor your organization's compliance calendar for annual report filing deadlines moving forward.**
- ▶ **We'll prepare the annual report forms on behalf of your organization.**
- ▶ **We'll file the documents directly with the Secretary of State.**
- ▶ **We'll bill the state fee and service fee against the card that we have on file.**

**Let us show you how easy filing can be by calling
1-855-402-1516.**



Don't take it from us.

"Extremely friendly, accurate, and knowledgeable. Delivered on all they promised."

MICHAEL EGBERT
Palo Alto, CA

"Your company made it very easy for me to get an LLC, and it saved me a lot of time and frustration."

TERRI MCLEAN
Woodbridge, VA

"Much easier than incorporating on one's own. I've done it both ways and it was well worth the money."

JAMES IRELAND
Las Vegas, NV

"The process was very simple and the price was great!"

MARILYN FIELDS
Middletown, NY

"Great customer support and an amazing range of services offered at the best prices. Add to that the Compliance Watch service and it just can't be beat."

ASHTON E. SMITH
Fairfield, CT



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