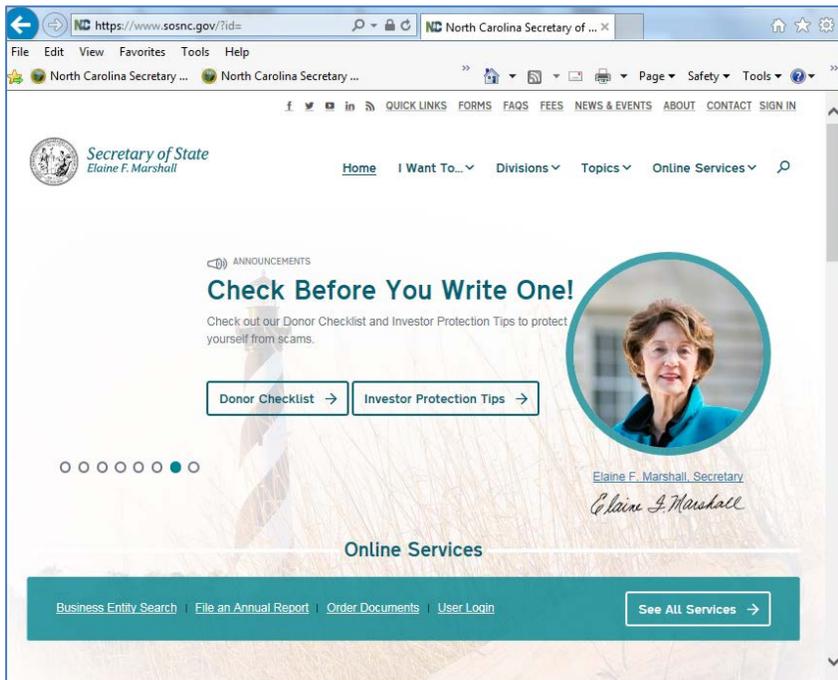


How to File Business Corporation Annual Reports Online

1. From the Secretary of State's website, click "File an Annual Report" in the Online Services tool bar located in the center to bottom of the page.



2. This brings me to the main Annual Reports Page which has a link to begin the Online Annual Report Process. Click the "Get Started" button to begin the annual report filing process, which takes me to a search page, to search for my company.



- Enter the name of the company EXACTLY as it is on file with the Secretary of State, but WITHOUT the ending 'Co.' and click "Search."

Secretary of State Elaine F. Marshall

Home I Want To... Divisions Topics Online Services

Secretary of State » Business Registration » Search

Search

Search By: Company

Words: Starting With

Search For: Test

Search →

Other Searches

Within the Department: Business Registration

About: All Entities

- Basics of Launching a NC Business
- Forms/Fees
- File an Annual Report
- Frequently Asked Questions
- Online Business Services
- Alerts!
- Order Certified Documents
- Register a Foreign Business in NC
- Service of Process
- Reports & Listings
- Legislation
- File Tip or Complaint
- Search

- Find your company and in the "Actions" column, click the "monitor" icon. Click the monitor icon to file an annual report.

Secretary of State Elaine F. Marshall

Home I Want To... Divisions Topics Online Services

Secretary of State » Business Registration » Search » Results

Search Results

Records Found: 90 Search Type: Starting Search Criteria: Test
Search Time: 8/15/2018 03:36 PM [Search Again](#)

Entity Name			Actions
Sos Id	Date Formed	Status	Type
Test, Inc. PREV LEGAL NAME(S) Test Supply Co.			
1491553	8/6/2016	Current - Active	Business Corporation
Test, Inc. PREV LEGAL NAME(S) Test Supply Co.			
1491553	9/20/2016	Current - Active	Limited Liability Company
Test Co.			
1654145	8/7/2017	Current - Active	Business Corporation
Testa's Leasing, Inc. PREV LEGAL NAME(S) Test-Aarons, Inc.			
1038478	4/14/2008	Current - Active	Business Corporation

- Basics of Launching a NC Business
- Forms/Fees
- File an Annual Report
- Frequently Asked Questions
- Online Business Services
- Alerts!
- Order Certified Documents
- Register a Foreign Business in NC
- Service of Process
- Reports & Listings
- Legislation
- File Tip or Complaint
- Search
- Search New & Changes
- Assumed Business Names

5. Click “File Most Recent Report” button to begin entering my company information.

The screenshot shows the Secretary of State website for Elaine F. Marshall. The main heading is "Annual Report" for "Test, Inc.". Under "Filing Options", there is a prominent button labeled "File Most Recent Annual Report" with a right-pointing arrow. Below this is a section for "Previous Annual Report Submissions" which includes a table with columns for Date Filed, Accepted, Document, Document Id, and Fiscal Date. The table shows one entry for 8/6/2018. A right-hand sidebar contains a "Business Registration" menu with various links like "Basics of Launching a NC Business", "Forms/Fees", and "File an Annual Report".

Online Process

Specific information is required in the annual report and the Secretary of State’s Office has broken it down into easy to understand sections.

1. The first page provides the company name and address and requests that you certify:
 - a. That the above company is the entity you intend to file an annual report for; and
 - b. That you are authorized to file an annual report for the company.

The screenshot shows a certification page titled "Annual Report" for "Test, Inc.". It displays the company address: "Test, Inc. (1491553), 2 S. Salisbury Street, Raleigh NC 27712". Below the address, it says "I certify that:" followed by two checkboxes:

- The above company is the entity I intend to file an annual report for.
- I am authorized to file an annual report for the above company.

At the bottom, there are two buttons: "Back" with a left arrow and "Next" with a right arrow.

2. To proceed to the next page, click both certifications, then click the “Next” arrow.

3. Verify the fiscal year of the report. For example, if the company was formed in January of 2017 with a fiscal year end of December 31, 2017 the first annual report is due on or before the 15th day of the fourth month after the fiscal year end, which is April 15, 2018. Select the the fiscal year end date and click the “Next” arrow.

Secretary of State » Business Registration » Annual Report

Annual Report

Test, Inc.

Fiscal End Month *

December

Fiscal End Year(s)

2017

← Back Next →

4. Questions regarding veteran owned information are optional. If you are a veteran and don't want to report this information, click “No” or “skip”.
5. Verify the Registered Agent's name and Address information. These are already filled in because this was part of the Articles of Incorporation you filed when you created your business corporation. You can change the registered agent by selecting an entity on a drop down list, or clicking that another entity not on the drop down list has given consent to be the registered agent. If you want to change the registered agent to someone not on the list, the next page asks for the E-mail address and Name of the new registered agent, as well as whether the Registered Agent is a registered commercial entity, which is a registered corporation or LLC in North Carolina. If there is no change, click the current Registered Agent Name then click the “Next” arrow.

Secretary of State » Business Registration » Annual Report

Annual Report

Test, Inc.

Select the Registered Agent

Current Registered Agent: Bell, Davis & Pitt, P.A.

A entity on this list has given consent to be the registered agent.

An entity or person not on the above list has given consent to be the registered agent.

← Back Next →

6. Registered Agent Street Address. If there are changes, please update them here. If the mailing address is the same as the street address, click the box directly above the “Next” arrow. If the mailing address is different than the street address, you will be prompted to enter it on the next page. Click the “Next” arrow to go to the next section.

Annual Report
Test, Inc.

Registered Office Street Address *

100 North Cherry Street, Suite 600

City * State * Zip *

Winston Salem North Carolina 27101

County or Parish * Country *

Forsyth United States

This address is also the Registered Mailing Address.

[← Back](#) [Next →](#)

7. A brief description of the nature of business and a principal office telephone number are required. Enter the Nature of Business and the principal office telephone number in the fields. Any field on this page with a red * are required and if left blank, the report will not be filed.

Annual Report
Test, Inc.

Briefly Describe The Nature of Business *

testing supplies

Phone Number *

(919) 555-1212

Principal Office Email

@email.com

Annual Report Receipt Return Email

@email.com

[← Back](#) [Next →](#)

8. Also on this page are two optional fields for e-mail addresses. The e-mail addresses are not visible on the website and are used to notify the company when documents are filed. Click the “Next” arrow.

9. Principal office street address information. By the time the first annual report is filed, the company should have established a principal office. The principal office is where the corporate books are located and/or where business is being conducted.

Annual Report

Test, Inc.

Principal Office Street Address *

2 S. Salisbury Street

City * Raleigh State * North Carolina Zip * 27712

Country * United States

This address is also the Principal Office Mailing Address.

[← Back](#) [Next →](#)

10. The principal office street address must be a physical location and the principal office mailing address must be a valid address where mail is received. The principal office street and mailing address can be the same address. Check the box if it is. If it isn't, enter the mailing address on the next page. Click the "Next" arrow and go to the company official listing page.

11. Company Officials. Enter the names and business addresses of all the company officials, which are the officers of the corporation, one at a time. To add an official, click “Add Official” then enter the name and business address in the fields provided. Click the “Next” arrow and go to the certification page.

Annual Report
Test, Inc.

Company Officials

- President • Mary Jones • 2 S. Salisbury St. • Raleigh NC 27605

Add Official Edit Official Delete Official

← Back Next →

Official's Title
Corporate Secretary

Is the Official a commercial entity?
No

Official First Name Middle Name Last Name Suffix

Address1 *

City * StateOrProvince * PostalCode *

Country *
United States

Cancel Save

12. Certification. This page asks who is signing and certifying the annual report. The company's officials that were entered in the previous step are listed. Only those listed are authorized to sign the document.

Annual Report
Test, Inc.

Select the Entity that is executing the Annual Report *

President - Mary Jones

← Back Next →

13. Keep in mind, an annual report filed online is the same as a paper annual report. A company official listed on the report must 'sign' it. The signer is certifying that the information provided is true, just as they would a paper annual report. An electronic signature is the same as an original signature when you are filing online with the Secretary of State's Office.
14. Select the official and click the "Next" arrow.
15. Summary of the annual report. Make sure everything is correct. If you need to make corrections, click the "Back" arrows on each page to the section needing corrections.
16. The report can also be printed by holding the cursor over the document and clicking the "printer" icon. When done, click the "Go To Checkout" arrow. The report is not filed until you have gone through the Check Out Process and received a notification of filing statement or receipt for the transaction.
17. At check out, the filing fee appears and the payment method is requested. Payment options are Electronic Check or Credit Card. You can choose either option, but if you have already set up an ACH account with the Secretary of State's Office and are logged into your account, the Check Out portion is faster.

Total Fee: \$20.00

Please Note: When you are at the payment screen, please do not double click or go back in your browser and move forward again after you have already clicked to submit the annual report with payment.

Payment Type:

Name & Address on card(optional)

Card Type:

Account Number:

Expiration Month:

Expiration Year:

18. If you don't have an ACH account setup select Credit Card. The credit card doesn't have to be in the name of the company that is filing. You can use your personal credit card for the transaction.
19. Click "credit card" and enter the card information. Click the "Submit" arrow.
20. After the transaction has processed, a receipt of the transaction is provided and the annual report has been accepted and filed. You can print and/or save the receipt.