



## How to File a Corporate Annual Report

Most states require corporations to file a document on an annual basis. This is usually called the corporate annual report and serves as an update to the original Articles of Incorporation. This lets the state know who the newest officers are and if any other substantial changes have occurred.

**Practice tip:** At Parent Booster USA, powered by RENOSI, we call this the annual report. The reality is, while most states require this report to be filed once per year, some may instead require the report every two years, or even every five years.

### Information needed for this report:

- › List of names, addresses, and titles of officers
- › The physical address of the organization
- › The name of a registered agent
- › Purpose of the organization
- › State ID number (or similar)
- › Other information which varies by state

### Step 1. Find the appropriate document.

Most states allow (or require) annual reports to be filed online. The easiest thing to do is search for “[state] corporate annual report” in your preferred search engine.

**Practice tip:** The annual report can usually be filed online regardless of which state you live in.

**Practice tip:** It is important to remember many state websites use the phrase “annual report” to refer to publications about annual accomplishments. It is easy to go to these websites instead of what you are looking for. Look for key words such as “business” or “corporation” services to indicate you are in the right place.

### Step 2. Follow the instructions to begin the annual report.

Once you find the correct website, there is usually a “start here” link. In some cases, you will need to set up an account. This process is usually free.

### Step 3. Enter your state ID.

The state ID number is a set of numbers, or numbers and letters, that were issued when the original Articles of Incorporation were approved. Different states may call the number different things. The ID can usually be found on the approved Articles of Incorporation, or by doing a business search.

**Practice tip:** The easiest way to find your state ID may be to search for “[state] entity search” in your preferred search engine, then attempt to look up your organization.

### Step 4. Proceed through the form.

Different states may ask for the information in different orders. This usually includes addresses, officer names, and an updated purpose statement.

**Practice tip:** Some states ask for a variety of other information. This could include asking if any of the officers have claimed bankruptcy or if the organization is claiming property. These questions are not designed to be confusing. Answer as honestly as you can.

### Step 5. Enter payment information.

Most of the time, you will be able to pay using a credit card or e-check. Some states may require you to set up payment when initially making the account. After completing the report, there should be payment instructions.

### Step 6. Save the report.

After you pay for the report, there should be an option to save the report. It is important to print the report to a PDF. This will ensure you save the document itself and not the web page.

**Disclaimer:** This guide is for general information and is not intended to provide legal or accounting advice specific to your organization. If you or your organization need legal or accounting advice, please engage a licensed professional by written agreement and have them review your organization's situation in detail.



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