

# MARTIN STARNES & ASSOCIATES, CPAs, P.A.

*"A Professional Association of Certified Public Accountants and Management Consultants"*

Dear Client,

This letter is a friendly reminder that the North Carolina Annual Reports filing process changed effective January 1, 2018. The State of North Carolina now requires that all reports be filed directly with the Secretary of State. Therefore the annual reports can no longer be a part of the income tax filing process, and you must file your own annual report. We would like to help make this transition as smooth as possible for your business.

Annual reports are due no later than the 15<sup>th</sup> day of the fourth month following year-end. If your business operates on a calendar year-end, the annual report is due April 15, 2019. All Limited Liability Companies (LLCs) must be filed by April 15, 2019 regardless of year-end.

Annual reports may be downloaded from the Secretary of State website and mailed with payment, or electronically filed with online payment. Credit cards, electronic checks, or ACH payments are acceptable. The cost for filing an annual report for a corporation is \$20 (\$18 plus \$2 transaction fee); however if paper form is required, the fee is \$25. The cost for LLCs is \$202 (\$200 plus a \$2 electronic transaction fee); however, if a paper form is required, the fee is \$200.

To file your North Carolina annual report, please follow the steps below:

Go to the website at [https://www.sosnc.gov/divisions/business\\_registration/annual\\_report](https://www.sosnc.gov/divisions/business_registration/annual_report);

Click on: Begin Online Annual Report Process - Get Started;

Search for: Type your company name and a listing of search results will be displayed;

Find the name of your company and click the blue hyperlink;

To mail:

Click on: Print a Pre-populated Annual Report Form;

Review for changes and print for mailing;

To file online:

Click on: File an Annual Report/Amend an Annual Report; and;

Follow the instructions provided online.

If you have any questions or require additional assistance, please contact our offices.

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