

# ANNUAL REPORT FOR BUSINESS CORPORATIONS

NAME OF CORPORATION:

SECRETARY OF STATE CORP. ID NUMBER: \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER: \_\_\_\_ - \_\_\_\_\_

**CHECK HERE IF INFORMATION HAS NOT CHANGED SINCE MOST RECENTLY FILED ANNUAL REPORT, COMPLETE LINE 8 ONLY.**

1. REGISTERED AGENT & REGISTERED OFFICE MAILING ADDRESS

2. STREET ADDRESS OF REGISTERED OFFICE

3. IF REGISTERED AGENT CHANGED, SIGNATURE OF NEW AGENT \_\_\_\_\_  
SIGNATURE CONSTITUTES CONSENT TO APPOINTMENT

4. ENTER PRINCIPAL OFFICE ADDRESS HERE- ADDRESS-  
CITY- ST- ZIP-

5. ENTER PRINCIPAL OFFICE TELEPHONE NUMBER HERE- \_\_\_\_\_  
PLEASE INCLUDE AREA CODE

6. ENTER NAME, TITLE AND BUSINESS ADDRESS OF PRINCIPAL OFFICERS HERE-  
NAME- ADDRESS-  
TITLE- CITY- ST- ZIP-

NAME- ADDRESS-  
TITLE- CITY- ST- ZIP-

NAME- ADDRESS-  
TITLE- CITY- ST- ZIP-

7. BRIEFLY DESCRIBE THE NATURE OF BUSINESS-

## 8. CERTIFICATION OF ANNUAL REPORT - TO BE COMPLETED BY ALL CORPORATIONS

FORM MUST BE SIGNED BY OFFICER OF CORPORATION

DATE

TYPE OR PRINT NAME

TYPE OR PRINT TITLE

## CHECK LIST FOR BUSINESS CORPORATION ANNUAL REPORT

(Instructions for the preparation of the Business Annual Report Form, CD-479).

This check list is enclosed to assist you in preparing the annual report for your business corporation. Please take a few minutes and read the information provided.

1. **The following information must be provided by each corporation filing an Annual Report with the North Carolina Department of Revenue:**
  - A. NAME OF CORPORATION
  - B. SECRETARY OF STATE CORP. ID NUMBER
  - C. FEDERAL EMPLOYER ID NUMBER

**IF THE CORPORATION INFORMATION REQUIRED TO BE ENTERED IN ITEM 1 THROUGH ITEM 7 OF FORM CD-479 HAS NOT CHANGED SINCE THE MOST RECENTLY FILED ANNUAL REPORT, CHECK THE BOX NEAR THE TOP OF THE FORM.**

2. When changing the registered agent or the registered office mailing address information, indicate the change in Item 1. The registered agent name must be typed or printed. The registered office mailing address can be a Post Office Box.
3. If the street address of the registered office changed, indicate the change in Item 2. The street address of the registered office must be a **“STREET ADDRESS”** and not a **“POST OFFICE BOX”**.
4. If the registered agent has changed, the new registered agent must sign consent to the appointment in the space provided. If the registered agent's name was changed due to marriage, or by any other legal means, the corporation must indicate such change in the space provided and have the agent sign consent to the appointment under their new name.
5. The principal office address should reveal the corporation's physical location.
6. Enter the principal office telephone number in Item 5.
7. Every corporation must have at least one officer. If only one officer is listed on the report, it must be the President. Enter the complete name, title, and business address of the principal officers in Item 6. Use a plain 8 1/2 x 11 sheet of paper if more space is needed.
8. Provide a brief description of the nature of your business in Item 7. **EACH CORPORATION MUST PROVIDE A BRIEF DESCRIPTION OF THE NATURE OF BUSINESS BEFORE THE ANNUAL REPORT CAN BE FILED.**
9. Check the Annual Report carefully to ensure all information required for filing has been provided. Complete the signature, date, typed or printed name and title in the space provided on the form to certify that the information is accurate and current.