

Business Corporation North Carolina Annual Report

Name of Corporation:

State of Incorporation:

Fiscal Year Ending:

Month / Day / Year

Secretary of State ID Number:

Federal Employer ID Number:

If this is the initial annual report filing, you must complete the entire form. If your business corporation's information has not changed since the previous report, check the box and complete Line 7 only.

1. Registered agent & registered office street address: **(Must be a North Carolina Address)**

Name:

Street Address:

City:

NC, Zip:

County:

2. Mailing address if different from street address:

Mailing Address:

City:

NC, Zip:

3. If registered agent changed, signature of new agent:

(Signature constitutes consent to the appointment)

4. Enter principal office address and telephone number here:

Street Address:

City:

State:

Zip:

Telephone:

(Include area code)

5. Briefly describe the nature of business:

6. Enter name, title, and business address of principal officers here: *(Attach additional pages if necessary.)*

Name:

Title:

Address:

City:

State:

Zip:

Name:

Title:

Address:

City:

State:

Zip:

Name:

Title:

Address:

City:

State:

Zip:

7. Certification of annual report: **(Must be completed by all corporations.)**

Signature (Form must be signed by an officer of corporation)

Date

Type or Print Name

Title

Check List for Business Corporation Annual Report
(Instructions for the preparation of the Business Corporation Annual Report Form, CD-479)

This checklist is enclosed to assist you in preparing the annual report for your business corporation. Please take a few minutes and read the information provided. The Business Corporation Annual Report due date is based on the corporation's fiscal year end. The annual report form is due by the 15th day of the 3rd month following the Business Corporation's fiscal year end. **The Annual Report fee is \$20.00.**

The following information must be provided by each business corporation filing an Annual Report with the North Carolina Department of Revenue:

- A. Name of Corporation
- B. State of Incorporation
- C. Secretary of State Corp. ID Number
- D. Federal Employer ID Number
- E. Principal Office Telephone Number

The Annual Report fee for the tax year ending on or after December 31, 1997 is \$20.00. If the corporation information required to be entered in Item 1 through Item 6 has not changed since the most recently filed annual report, check the box on the previous page.

1. If the street address of the registered office changed, indicate the change in Item 1. The street address of the registered office must be a "**Street Address**" and not a "**Post Office Box**". **The street address of the registered office must be a North Carolina address.**
2. When changing the registered agent's or the registered office's mailing address information, indicate the change in Item 2. The name of the registered agent must be typed or printed. The registered office's mailing address may be a Post Office Box. The registered agent's mailing address must be a North Carolina address.
3. 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 the new name. The registered agent must reside in North Carolina.
4. The principal office address should reveal the corporation's **physical location**. Also, enter the principal office telephone number in Item 4.
5. Provide a brief description of the nature of your business in Item 5. **Each corporation must provide a brief description of the nature of its business before the annual report can be filed.**
6. Every corporation must have at least one officer. Enter the complete name, title, and business address(es) of the principal officers in Item 6. Use a plain 8 1/2" x 11" sheet of paper if more space is needed. If more space is needed, the additional sheet(s) must be attached to the annual report form.
7. Check the Annual Report carefully to ensure all information required for filing has been provided. **Only an officer listed on the report may sign.** Complete the signature, date, typed or printed name and title in the spaces provided on the form to certify that the information is accurate and current.

For more information or assistance,
please contact:

Secretary of State
Corporations Division
Post Office Box 29622
Raleigh, NC 27626-0622
Phone (919)807-2225
Toll Free 1-(888) 246-7636

Business corporation blank annual report forms are available on the Internet at both the Secretary of State's Web Site, and at the Department of Revenue's Web Site:

Secretary of State's Office: www.secretary.state.nc.us

Department of Revenue: www.dor.state.nc.us