

# Annual Report Management



## The Annual Report Requirement

Once a new business entity forms, there are a number of statutory requirements it must satisfy in order to maintain its good standing. Specific requirements vary by state and entity type, but the most common post-formation requirement is the filing of an Annual Report. With only a few exceptions, every corporation, non-profit, limited liability company (LLC), limited partnership (LP) and limited liability partnership (LLP) is required to file an Annual Report in every state where it is authorized to do business.

## The Consequences

Successful Annual Report management requires meticulous calendaring and diligent monitoring of pending legislation to watch for changes to statutory filing requirements since the consequences for delinquency can be severe. Entities that miss an Annual Report deadline face fines, penalties and a loss of good standing.

Failure to file an Annual Report by its due date may also result in:

- Loss of exclusive rights to its business name
- Inability to qualify to transact business in other states
- Inability to enforce contracts
- Inability to participate in a merger
- Difficulty in securing financing
- Loss of access to the state courts
- Personal liability for individuals conducting business on an entity's behalf
- Administrative dissolution or revocation

### DID YOU KNOW?

One missed annual report filing in Delaware will incur a \$200 penalty, plus interest on top of any expedited filing fees that may be necessary to return your entity to good standing. **Don't let this happen to you!**

## The CLAS Annual Report Management Solution

Safeguard the good standing of your entities! Join the thousands of businesses who trust their annual report management to CLAS.

Sign up for Annual Report Management through CLAS and we will:

- ✓ Monitor All State Requirements for Annual Report Filings
- ✓ Track Annual Report Due Dates
- ✓ Prepare Filing Forms and Collect Signatures
- ✓ Submit Filing Forms and Fees
- ✓ Return Proof of Filing

On Time, Every Time. Annual Report Management by CLAS Information Services.

To learn more, or to sign up for Annual Report Management, contact a CLAS Client Relations Representative today! 800.952.5696 | [connect@clasinfo.com](mailto:connect@clasinfo.com)

