

File Annual Report

Before filing your annual report:

- a. Review the [filing instructions for annual reports](#).
- b. Gather your business information, including your [document number](#) and a [valid form of payment](#).

More Information

Answers to common questions about e-filing an annual report are listed below.

What is an annual report?

- The form updates or confirms the Florida Department of State, Division of Corporations' records.
- It is not a financial statement.
- An annual report must be filed each year for your business entity to maintain an "active status" with the Department of State.
- It is required, whether or not you need to make changes.
- The data displayed on the entity's annual report is the most current data on file with the Division of Corporations.

I don't remember my document number. Where do I find it?

- Refer to your notice or [search our records](#) by name.
- Read our [search guide](#) if you need assistance searching our database.

What are my payment options to file an annual report?

Online Payment Options:

- Credit card (Visa, MasterCard, American Express or Discover).
- Debit card (Visa or MasterCard logo).

- [Prepaid Sunbiz E-File Account.](#)

By Mail or Courier:

- Check or money order.
 - Make checks payable to the **Florida Department of State.**
 - Must be payable in U.S. currency drawn from a U.S. bank.
- **Submit payment with the required payment voucher.**
 - An automatic prompt will allow you to print the voucher when you select the “Pay by Check” option.
 - **Need another copy of your payment voucher?**
 - [Reprint your check payment voucher.](#)
 - Your tracking number is required.
- **Your payment voucher and check or money order must be postmarked and mailed on or before May 1 to avoid a late fee.**

What happens if I pay after May 1st?

- A \$400 late fee will be imposed on all profit corporations, limited liability companies, limited partnerships and limited liability limited partnerships.
- Non-profit corporations are not subject to the \$400 late fee.

What happens if I don't file the annual report?

- If you do not file an annual report by the third Friday of September, your business entity will be administratively dissolved or revoked in our records at the close of business on the fourth Friday of September. (Chapters [607](#), [617](#) and [620](#), F.S.)
- Administratively dissolved or revoked entities may be reinstated, but it requires submitting a reinstatement application and paying all associated fees (the reinstatement fee + annual report fees due) at the time of submission.
- For the 2020 calendar year, the last day to pay by check is September 18th. You may pay by credit card through 5:00pm EST, September 25, 2020.

If my business has closed, do I still need to file the annual report?

No. You do not need to file the annual report if the business has closed.

- [File to dissolve or withdraw a Florida or Foreign Corporation or LLC.](#)
- [File to dissolve or cancel a Florida or Foreign Limited Partnership or Limited Liability Limited Partnership.](#)

How long does it take for my annual report to post on Sunbiz?

- **Filed online with a credit card:** Reports are [processed](#) and posted immediately.
- **If paying by check or money order:** Your document will be processed in the order it was received.

Annual Report Instructions

Document Number

The 6- or 12-digit number assigned to your entity when the business entity was filed or registered with the Division of Corporations.

Entity Name

The official/legal name of your business on our records.

- The annual report does not allow you to change the name of your business.
- To change the name, [download and complete the appropriate amendment form](#).
- Mail the completed form with payment to the Division of Corporations.

Federal Employer Identification Number (FEIN)

The 9-digit number the [Internal Revenue Service](#) assigned to the business for federal tax identification purposes.

- Enter your FEIN in the space provided, if not already listed. **Do not** enter a Social Security Number.
- **If “Applied For” is marked already:** You previously reported that you applied for an FEIN and must enter the number to proceed.
- Contact the IRS at 1.800.829.4933 for additional information.

Principal Place of Business Address

The street address of the entity’s principal office.

Mailing Address

The entity's mailing address, if different from the principal address. (P.O. Box is acceptable.)

Registered Agent Name, Address, and Signature

The registered agent is the individual or legal entity designated to accept service of process on behalf of the business.

- A business entity cannot serve as its own registered agent.
- However, an individual or principal associated with the business may serve as the registered agent.
- The registered agent must have a physical street address in Florida. **Do not** list a P.O. Box address.
- If designating a new registered agent, the new registered agent must sign the report, confirming the Agent's familiarity with the Florida Statutes and accepting the obligations of this designation.
 - If a business entity is designated as the Agent, a principal (individual) of that entity must sign to accept the obligations.
 - To sign, the registered agent types their name in the signature block.
 - Pursuant to s.[15.16](#), F.S., electronic signatures have the same legal effect as original signatures.
 - **NOTE:** Typing someone's name/signature without their permission constitutes forgery pursuant to s.[831.06](#), F.S.

If the Chief Financial Officer is listed as the Registered Agent:

- The registered agent information cannot be changed.
- Each "authorized insurer" in Florida is required by s.[48.151](#), F.S., to designate the "Chief Financial Officer" as its registered agent for Service of Process.
- A signature is not required for the Chief Financial Officer. Type **NOT REQUIRED** in the signature field.
- For more information about changing the registered agent for an insurance company, contact the [Department of Financial Services](#).

Principals (Officers/Directors/Managers/Authorized Representatives/General Partners) Names and Addresses

Review the principals associated with this business entity. You can edit, add or delete the information listed by clicking on the provided options.

- Enter the principals you want listed on our database.

- You must provide at least one principal.
- Enter or change the titles, names and street addresses of the principals in the spaces provided.
 - A person may serve in more than one capacity.
 - You can select the title(s) from the list provided, or enter the title in the textbox if it is not listed.
- If your business is a limited partnership or limited liability limited partnership, you cannot change the general partners on the annual report.
 - You must file a [Certificate of Amendment](#) to add or delete a general partner.
 - You can change the address of a general partner.

Certificate of Status

- You may request a certificate of status when you file your report.
- This item is not required.
- A certificate of status certifies the business entity is active and has paid all fees due this office through a certain date.

Fee:

- **Corporations and Limited Partnerships:** \$8.75
- **Limited Liability Companies:** \$5.00

Delivery:

- Emailed to you as an attachment at the email address you provide.
- The certificate will be emailed to you regardless of which payment option you choose.
- To receive a certificate of status by mail:
 - Submit a separate written request with the required fee to the Certification Section.
 - To ensure proper processing, do not submit the request until your annual report has been processed and posted on Sunbiz.

Email Address

- Provide a valid email address.
- Your filing confirmation, certification (if requested), and future email communications will be sent to this address.