

VENTURE SMARTER

ANNUAL REPORT FILING CHECKLIST

Required Documents (Gather These First)

Basic LLC Information



- **LLC legal name and state ID number**
- **Date of formation and EIN**
- **Current principal business address**
- **Current mailing address** (if different)

Current Contact Information



- **Registered agent name and address**
- **Names and addresses of all members/managers**
- **Contact phone and email**

Business Details (State-Dependent)



- **Business purpose/activities description**
- **Number of employees** (some states)

Filing Steps

1

Verify Your State's Requirement



- **Check if your state requires annual reports** (see state list below)
- **Confirm your specific due date** based on formation date

2

Access State Filing System

- **Log into state filing portal** (links below)
- **Locate annual report form** for LLCs
- **Complete all required fields**



3

Submit and Pay

- **Review information for accuracy**
- **Pay filing fee** (amounts listed by state)
- **Print/save confirmation receipt**



4

Update Records

- **File confirmation in LLC records**
- **Calendar next year's due date**



State Filing Requirements

States Requiring Annual Reports

State	Due Date	Fee	Filing Website
Alabama	April 1	$25	sos.alabama.gov
Arizona	Anniversary date	$45	ecorp.azcc.gov
California	Every 2 years (biennial)	$20	bizfile.sos.ca.gov
Colorado	Jan 1 - end of anniversary month	$10	sos.state.co.us
Connecticut	Anniversary month (last day)	$80	concord-sots.ct.gov

State	Due Date	Fee	Filing Website
Florida	May 1	$138.75	sunbiz.org
Georgia	April 1	$50	ecorp.sos.ga.gov
Hawaii	Anniversary month (last day)	$15	hbe.ehawaii.gov
Illinois	Anniversary month (1st day)	$75	cyberdriveillinois.com
Iowa	January 1 - April 1	$45	sos.iowa.gov
Kansas	August 15	$55	sos.kansas.gov
Louisiana	Anniversary month (last day)	$35	geauxbiz.sos.la.gov
Maine	June 1	$85	icrs.informe.org
Maryland	April 15	$300	egov.maryland.gov
Massachusetts	Anniversary month (last day)	$520	corp.sec.state.ma.us
Michigan	May 15	$25	cofs.lara.state.mi.us
Minnesota	December 31	$25	sos.state.mn.us
Missouri	Anniversary month (last day)	$45	sos.mo.gov
Nebraska	March 1 - April 1	$26	sos.nebraska.gov

State	Due Date	Fee	Filing Website
New Jersey	Anniversary month (last day)	$75	njportal.com/dor/businessformation
New York	Every 2 years (anniversary month)	$9	dos.ny.gov
North Carolina	April 15	$202	sosnc.gov
Ohio	Anniversary month (last day)	$50	sos.state.oh.us
Oklahoma	July 1	$25	sos.ok.gov
Oregon	Anniversary date	$100	sos.oregon.gov
Pennsylvania	April 15	$70	dos.pa.gov
Rhode Island	September 1	$50	sos.ri.gov
South Carolina	Anniversary month (15th day)	$10	sos.sc.gov
Tennessee	Anniversary date	$50	tnsos.org
Texas	May 15	$0	sos.state.tx.us
Utah	Anniversary month (last day)	$20	corporations.utah.gov
Vermont	Anniversary month (last day)	$35	sos.vermont.gov

State	Due Date	Fee	Filing Website
Virginia	Anniversary month (last day)	$50	scc.virginia.gov
Washington	Anniversary month (last day)	$71	sos.wa.gov
West Virginia	June 30	$25	sos.wv.gov
Wisconsin	Anniversary month (last day)	$25	sos.wisconsin.gov

States with NO Annual Report Requirement

No filing required in these states:

- Alaska
- Delaware (franchise tax only)
- Idaho
- Indiana
- Kentucky
- Mississippi
- Montana
- Nevada (different filing required)
- New Hampshire
- New Mexico
- North Dakota
- South Dakota
- Wyoming

Verify current fees and deadlines on your state's Secretary of State website as requirements change periodically.