

Solicitation For Services

2020 – Annual Report Instruction Form

C.P.F.S has mailed out a solicitation to prepare and file the 2020 annual reports to business entities in North Carolina. This company is charging \$292.00 to limited liability companies to assist in the filing of company annual reports.

The solicitation indicates that C.P.F.S. is not a government agency and is not affiliated with the North Carolina Secretary of State or any other government agency and is a Michigan company soliciting orders in North Carolina. [Please click this sentence to see a copy of the scheme mailing.](#)

The solicitation also indicates that failure to return the form or remit payment will have no effect on your ability to continue conducting business within North Carolina and that the annual report can be filed directly with the Secretary of State’s Office.

NC Department of the Secretary of State Annual Report Filing Fees

Type of Entity	When the Report is Due	Fee
Business Corporations and Banks	<p>The business Corporation annual report is due to the Secretary of State’s Office the 15th day of the fourth month following the entity’s fiscal year end.</p> <p>Start with the day your fiscal year ends. Then add 4 months. Your report is due on the 15th day of the 4th month.</p>	<p>Online \$20.00*</p> <p>Paper \$25.00</p>
Limited Liability Company (LLC or L3C)	Your report is due on April 15th of each year after the year of creation.	<p>Online \$202.00*</p> <p>Paper \$200.00</p>
Partnerships (LLP and LLLP)	Start with the day your fiscal year ends. Then add 4 months. Your report is due on the 15th day of the 4th month.	<p>Online \$202.00*</p> <p>Paper \$200.00</p>

* Includes a \$2.00 electronic filing fee

Already mailed the Form and Payment to C.P.F.S.?

Submitting the form with payment to C.P.F.S. does not satisfy the requirement to file a timely annual report with the NC Department of the Secretary of State. C.P.F.S. may or may not file the annual report form on the company's behalf. Only time will tell. If C.F.F.S. does not file the annual report for the company, you are still required to file the annual reports timely.

Please notify:

The Consumer Protection Section of the NC Attorney General's Office

Toll Free in NC: 1-877-566-7226

Outside NC: 919-716-6000

Website: <https://ncdoj.gov/file-a-complaint/consumer-complaint/>

The NC Department of the Secretary of State

Toll Free in NC: 1-888-246-7636 ext 1

Outside NC: 919-817-5400 ext 1

Email: notice@sosnc.gov

Website: https://www.sosnc.gov/divisions/business_registration/tip_and_complaint

Additional Information

For additional information regarding suspicious or misleading mailings. Please view the following link provided by Cogency Global.

<https://www.cogencyglobal.com/misleading-annual-report-compliance-solicitations>

**SOLICITATION FOR SERVICES
2020 – ANNUAL REPORT INSTRUCTION FORM
(North Carolina LLCs)**

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Customer ID Number F101887726	Notice Date 01/10/2020	Secretary of State LLC ID Number	Entity Start Date 08/18/2017
---	----------------------------------	----------------------------------	--

Business Address

PMN0109A ALL FOR AADC 296
7000024184 00.0097.0209 24184/1



**Please Respond By:
02/14/2020**

North Carolina laws require limited liability companies authorized to transact business in the state to timely file an annual report every year. If you do not file an annual report, you may be at risk for penalties.

NORTH CAROLINA GENERAL STATUTES §57D-2-24: "(a) Excluding professional limited liability companies governed by G.S. 57D-2-02, each LLC authorized to transact business in this state must deliver to the Secretary of State for filing annual reports on a form prescribed by, and in the manner required by, the Secretary of State..."

If the business entity is still in use, C.P.F.S., a private entity, will assist for a fee in the filing of your annual report.

C.P.F.S. IS NOT A GOVERNMENT AGENCY AND IS NOT AFFILIATED WITH THE NORTH CAROLINA SECRETARY OF STATE OF ANY OTHER GOVERNMENT AGENCY.

To utilize this service, follow the steps below. C.P.F.S. will not disclose any information about your business to any third-party, including competitors, unless required by law. Mail the completed form with **\$292.00** in the enclosed envelope. All orders are fulfilled at our corporate office at 7718 Northport Drive, Lansing, Michigan. **Please respond today!**

STEP 1. Verify the accuracy of the pre-printed business information. Make any necessary changes and complete any missing information.

Name of Limited Liability Company	Federal Employer ID Number	Fiscal Year Ending
Principal Office Address	State of Organization	Principal Office Telephone Number
Briefly Describe the Nature of the Business		

STEP 2. Registered Agent (*the name cannot be changed) If there is a name change, you need to file an amendment on your own.

Registered Agent Name
Registered Agent Office Street Address (must be in NC and cannot be a P.O. box)
Registered Agent Mailing Address (cannot be a P.O. box)

STEP 3. Name, title and mailing address of each Member or Manager.

Name	Is he/she a commercial entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Title	Mailing Address	
Name	Is he/she a commercial entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Title	Mailing Address	
Name	Is he/she a commercial entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Title	Mailing Address	
Name	Is he/she a commercial entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Title	Mailing Address	

STEP 4. PAYMENT INFORMATION Complete payment to file your annual report

Principal Office Address	State of Organization	Principal Office Telephone Number
--------------------------	-----------------------	-----------------------------------

Briefly Describe the Nature of the Business

STEP 2. Registered Agent (*the name cannot be changed) If there is a name change, you need to file an amendment on your own.

Registered Agent Name

Registered Agent Office Street Address (must be in NC and cannot be a P.O. box)

Registered Agent Mailing Address (cannot be a P.O. box)

STEP 3. Name, title and mailing address of each Member or Manager

Name Is he/she a commercial entity?
 Yes No

Title Mailing Address

Name Is he/she a commercial entity?
 Yes No

Title Mailing Address

Name Is he/she a commercial entity?
 Yes No

Title Mailing Address

Name Is he/she a commercial entity?
 Yes No

Title Mailing Address

STEP 4. PAYMENT INFORMATION Complete payment to file your annual report.

CHECK ENCLOSED FOR \$292.00 Please make your check payable to: **C.P.F.S.** Further assistance:
Price includes state fee and C.P.F.S. processing fee. *Mail with completed form in enclosed envelope.* Call (877) 329-4662 or Email info@cpfs.cc

ALL C.P.F.S. PROCESSING FEES ARE 100% FULLY GUARANTEED.

STEP 5. I authorize an electronic signature on behalf of the above mentioned LLC. I understand that C.P.F.S. is not a government agency and is not providing legal advice.

Signature **"REQUIRED"** to be signed by one of the entities in Step 3 Print Name Clearly

Title Email Address Phone

FAILURE TO RETURN THIS FORM OR REMIT PAYMENT WILL HAVE NO EFFECT ON YOUR ABILITY TO CONTINUE CONDUCTING BUSINESS WITHIN THE STATE OF NORTH CAROLINA.
THE STATE OF NORTH CAROLINA ANNUAL REPORT CAN BE FILED DIRECTLY WITH THE STATE FOR THE STATUTORY \$202 FEE.

© C.P.F.S. for office use only **ND: 01/10/2020 CID: F101887726** **Please Respond By 02/14/2020**

FILING CHECKLIST – KEEP THIS INFORMATION FOR YOUR RECORDS

- Complete all necessary fields.
- Provide name, email & phone of your entity's authorized party. This will be used if we need to contact you.
- **Signature is required for processing.**
- Submit a valid form of payment. Please confirm that the check or money order is accurately completed, including name, date, total and signature.
- Submit your company's completed form along with payment for your entity's filing in the enclosed envelope.

Should you have any questions or concerns while waiting for your filing to be complete, please call us at:

877-329-4662

FILING CHECKLIST – KEEP THIS INFORMATION FOR YOUR RECORDS

Place
Stamp
Here

C.P.F.S.
Mail Processing Center
PO Box 80708
Lansing, MI 48908