



Secretary of State
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North Carolina Secretary of State

IT

KB Website Manual

Annual Report Filing Manual

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Version 1.0

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Annual Report Filing

Introduction

The purpose of this manual is to provide guidance to those interested in filing an annual report with the North Carolina Secretary of State. It includes step-by-step instructions for filing annual reports online with the North Carolina Secretary of State's Office. The manual is intended for businesses and corporations in North Carolina.

Background

Every business corporation, limited liability company, limited liability partnership, and limited liability partnership is required to file an annual report with the Secretary of State's Office. The annual report provides the state with updated information about the business, including its ownership structure, financial status, and other details. Filing an annual report is important because it helps the state maintain accurate records of businesses operating within its jurisdiction.

If a business ignores the requirement to file an annual report, the state may dissolve the business.

Requirements

To file an annual report with the North Carolina Secretary of State, you can either file it online or by mail. The online process is simple and involves the [step-by-step instructions](#) outlined in this book.

The annual report filing fee for different business entities can be found at [Forms \(sosnc.gov\)](#).

The deadline for filing the annual report is **April 15th** of each year.

Step-by-Step Instructions for Filing an Annual Report

You can access the online Annual Report Filing process by starting with [Search Business Registration](#) or by clicking on the **Business Annual Report** button on the NC SOS home page. See **Figure 1**.

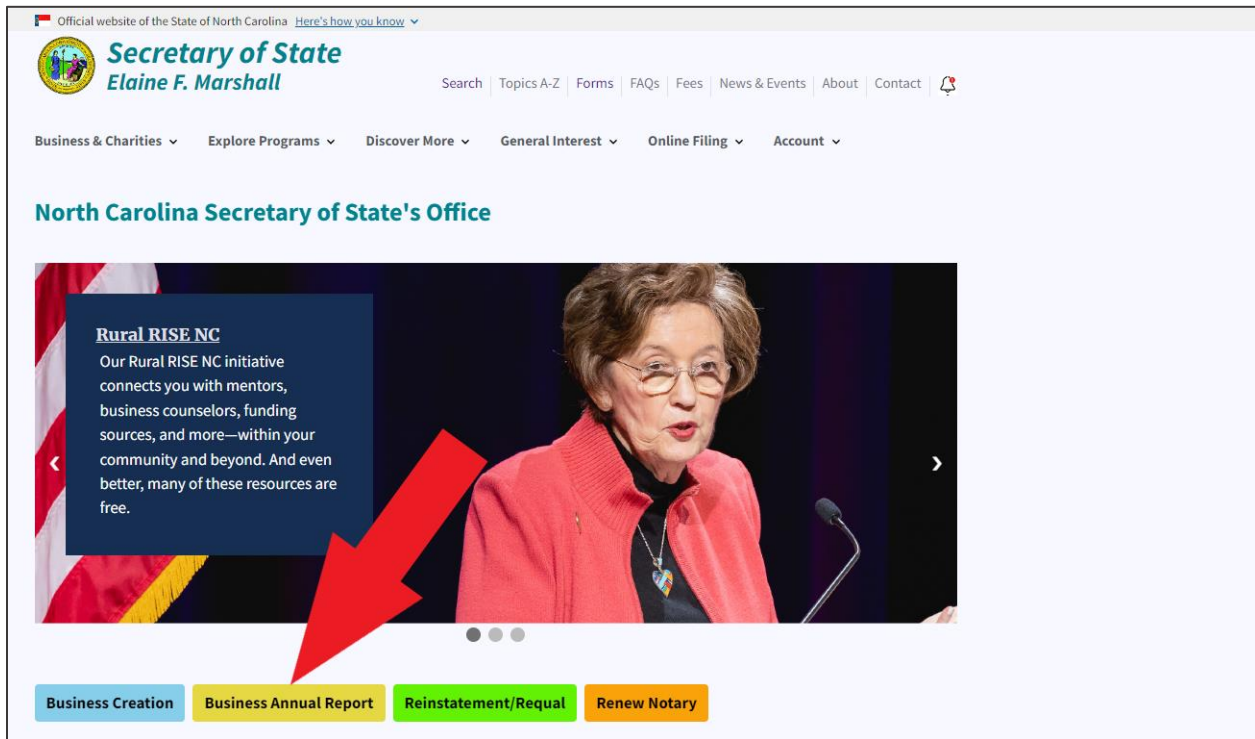


Figure 1. Select Business Annual Report button

Both methods take you to the Search Business Registration tool. See **Figure 2**.

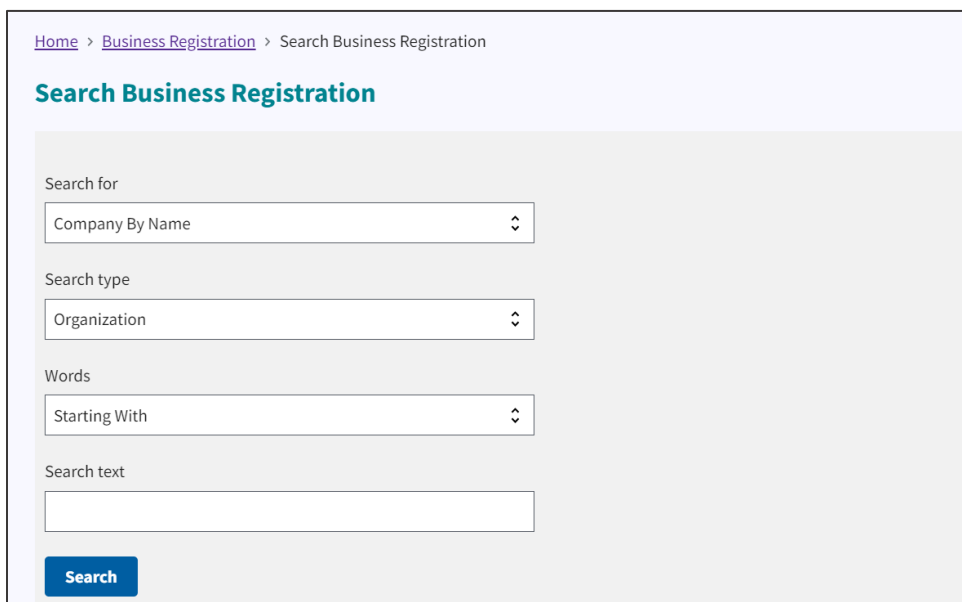


Figure 2. Search Business Registration tool

Enter your business name in the **Search Text** field.

For this example, we entered “ABCD.”

Click **Search**.

This takes you to the search results page where you will find your business listed with others alphabetically. See **Figure 3**.

Search Results

Records Found 53

Words Starting with **Organization Name** Abcd **Search Time** 12/21/2023 09:43 AM

Key Organization Name (SOSID)
Status • Organization Type

[Search Again](#)

Abc Test Co. • 0355407 Reserved Name • Business Corporation		+
Abcd, Inc. • 1616265 Current - Active • Business Corporation	File Annual Report	+
Abcd Aviation, Inc. • 05030093 Admin. Dissolved • Business Corporation	File Reinstatement	+
West Co. • 0352615 Multiple • Business Corporation		+
Abc Day School, Inc. In Process • Business Corporation		+

Figure 3. Search Results

Click the yellow **File Annual Report** button beside the name of your business. See **Figures 3 and 4**.

Search Results

Records Found 53

Words Starting with **Organization Name** Abcd **Search Time** 12/21/2023 09:43 AM

Key Organization Name (SOSID)
 Status • Organization Type

[Search Again](#)

Abc Test Co. • 0355407 Reserved Name • Business Corporation	+
Abcd, Inc. • 1616265 Current - Active • Business Corporation	File Annual Report +
Abcd Aviation, Inc. • 05030093 Admin. Dissolved • Business Corporation	File Reinstatement +
West Co. • 0352615 Multiple Business Corporations	+

Figure 4. Click File Annual Report button

This takes you to a list of previous annual report submissions.

[Home](#) > [Business Registration](#) > Abcd, Inc.

Abcd, Inc.

Abcd, Inc.

[File Current Annual Report Due](#)

Previous Annual Report Submissions

- [8/4/2023 \(PDF\)](#)
 - CA202321600022
 - Fiscal Date
 - Committed Pending

Figure 5. Previous Annual Report Submissions

Click the yellow **File Current Annual Report Due** button. See **Figure 5**.

This takes you to the certification page where you will certify the entity you are filing for and certify that you are authorized to file the annual report for the entity. See **Figure 6**.

[Home](#) > [Business Registration](#) > Annual Report

Annual Report

Abcd, Inc.

Abcd, Inc. (1616265)

Garner NC 27529

I certify that:

The above company is the entity I intend to file an annual report for.

I am authorized to file an annual report for the above company.

[Back](#) [Next](#)

Figure 6. Certify authorization to file

Select both check boxes.

Click **Next**.

Select the fiscal year and month for the filing. See **Figure 7**.

[Home](#) > [Business Registration](#) > Annual Report

Annual Report

Abcd, Inc.

Report Date

Select the fiscal year end month and year you are filing for.

December

Fiscal end year(s) *

2022

[Back](#) [Next](#)

Figure 7. Select fiscal year end month and year for the filing

Click **Next**.

This takes you to the **Veteran Owned** question page.

Home > Business Registration > Annual Report

Annual Report

Abcd, Inc.

Veteran Owned

The next few questions are to capture data regarding veteran owned small businesses.

Is 50% or more of this company owned by a U.S. Military veteran?

No

Back Next

Figure 8. Veteran Owned question

Figure 8 shows the screen for selecting “No” to the question “Is 50% or more of this company owned by a U.S. Military veteran?”

Figure 9 shows the screen for selecting “Yes” to the question.

Veteran Owned

The next few questions are to capture data regarding veteran owned small businesses.

Is 50% or more of this company owned by a U.S. Military veteran?

Yes

Is 50% or more of this company owned by a **disabled** U.S. Military veteran?

Are the net receipts of this company less than \$1,000,000?

Back Next

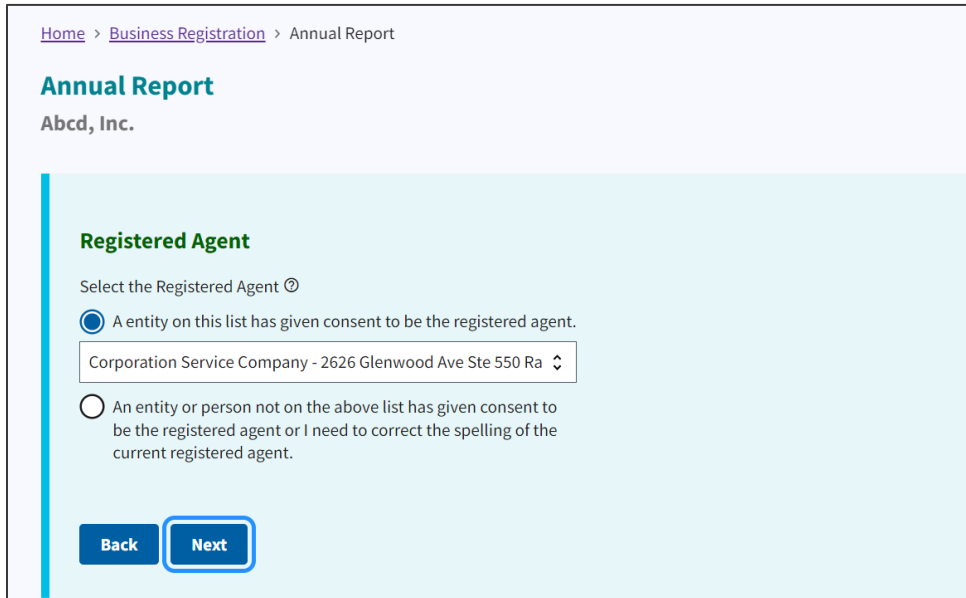
Figure 9. Yes option

Answer Yes or No.

For this example, we selected **No**.

Click **Next**.

This takes you to the **Registered Agent** page. See **Figure 10**.



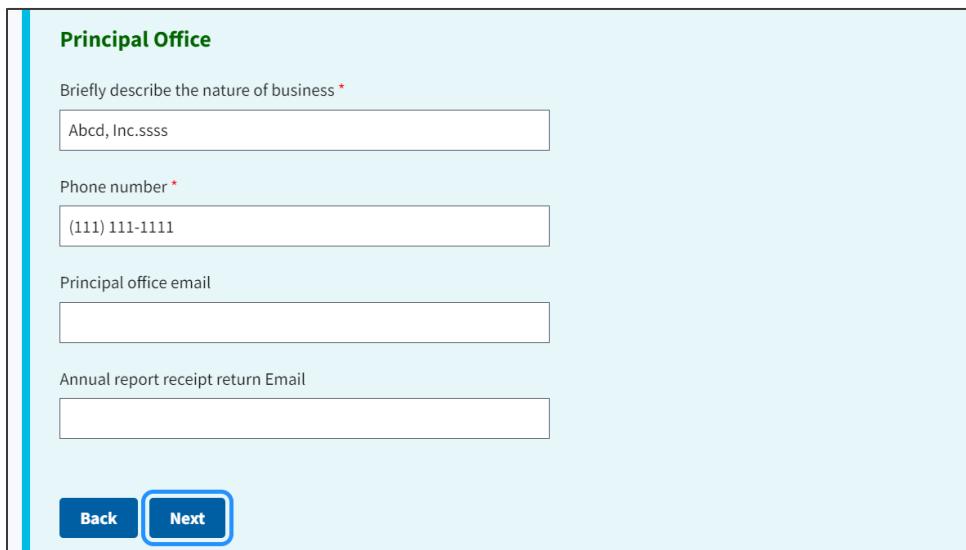
The screenshot shows a web page titled "Annual Report" for "Abcd, Inc.". The breadcrumb trail is "Home > Business Registration > Annual Report". The main heading is "Annual Report" in teal, followed by "Abcd, Inc.". Below this is a section titled "Registered Agent" in green. The instruction reads "Select the Registered Agent" with a help icon. There are two radio button options: the first is selected and reads "A entity on this list has given consent to be the registered agent.", with a dropdown menu below it showing "Corporation Service Company - 2626 Glenwood Ave Ste 550 Ra"; the second option is "An entity or person not on the above list has given consent to be the registered agent or I need to correct the spelling of the current registered agent.". At the bottom are "Back" and "Next" buttons.

Figure 10. Registered Agent

Select the **Registered Agent**.

Click **Next**.

This takes you to a brief description of your business on the **Principal Office** page. See **Figure 11**.



The screenshot shows a web page titled "Principal Office" in green. The instruction reads "Briefly describe the nature of business" with a red asterisk. Below is a text input field containing "Abcd, Inc.ssss". The next instruction is "Phone number" with a red asterisk, followed by a text input field containing "(111) 111-1111". Below that is the label "Principal office email" and an empty text input field. The final instruction is "Annual report receipt return Email" followed by another empty text input field. At the bottom are "Back" and "Next" buttons.

Figure 11. Principal Office page

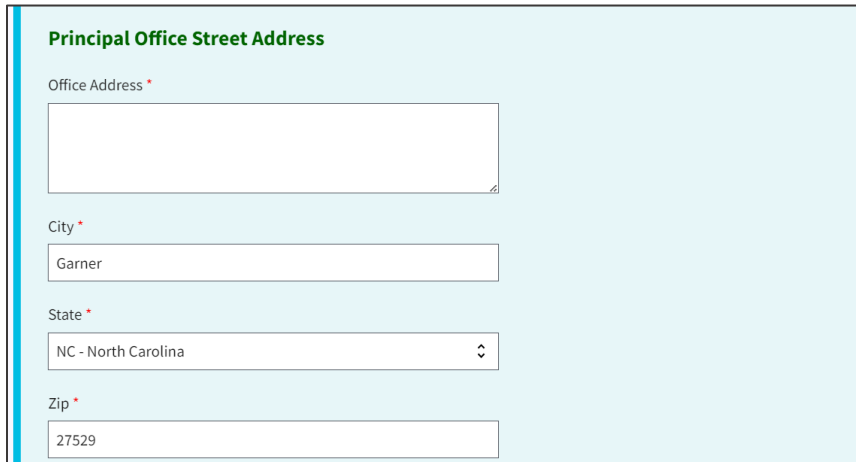
Enter the fields with your **business nature description**, **principal office email**, and **annual report receipt return email**.

Note: Business nature is the type of business. For instance, advertising agency.

Click **Next**.

This takes you to the **Principal Office Street Address** page.

Enter your principal office street address.

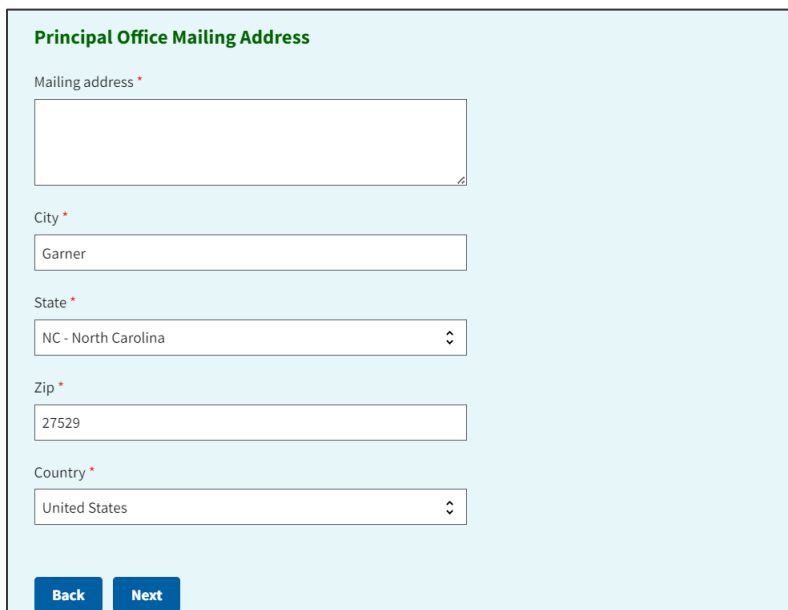


The screenshot shows a form titled "Principal Office Street Address" with a light blue background. It contains four input fields: "Office Address" (empty), "City" (filled with "Garner"), "State" (dropdown menu showing "NC - North Carolina"), and "Zip" (filled with "27529").

Figure 12. Principal Office Street Address

Click **Next**.

This takes you to the **Principal Office Mailing Address** page. See **Figure 13**.



The screenshot shows a form titled "Principal Office Mailing Address" with a light blue background. It contains five input fields: "Mailing address" (empty), "City" (filled with "Garner"), "State" (dropdown menu showing "NC - North Carolina"), "Zip" (filled with "27529"), and "Country" (dropdown menu showing "United States"). At the bottom, there are two buttons: "Back" and "Next".

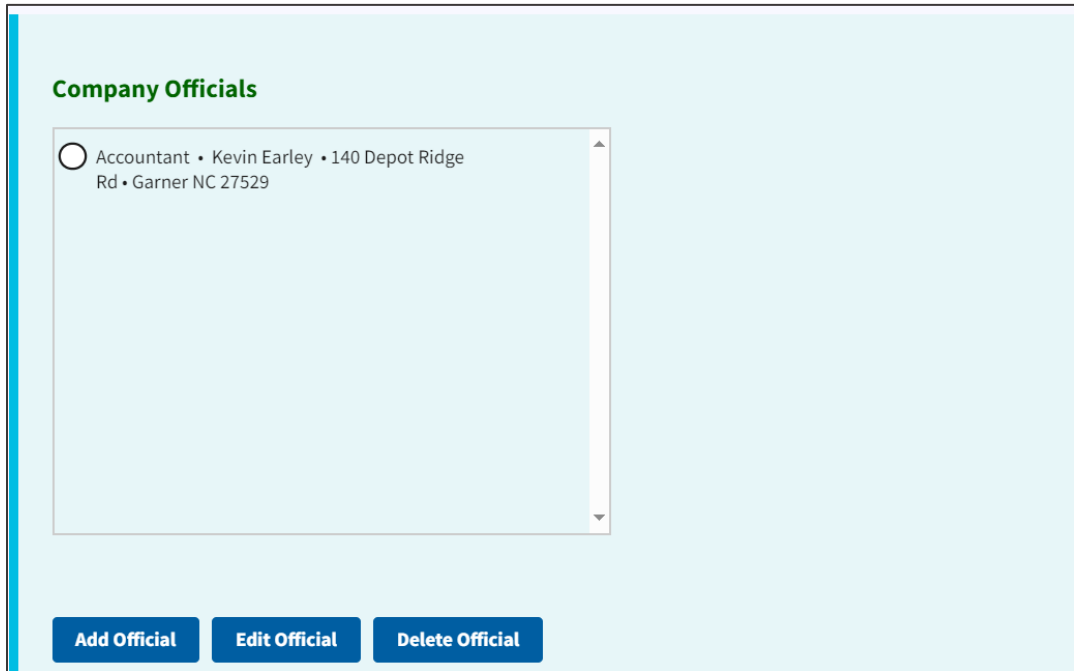
Figure 13. Principal Office Mailing Address page

Click **Next**.

This takes you to the **Company Officials** page.

You can add, edit, and delete officials with the blue buttons. See **Figure 14**.

Select the company official(s) if they are already listed.



The screenshot shows a light blue interface with a header "Company Officials" in green. Below the header is a list of officials, currently containing one entry: "Accountant • Kevin Earley • 140 Depot Ridge Rd • Garner NC 27529". To the left of this entry is a radio button. At the bottom of the list are three blue buttons: "Add Official", "Edit Official", and "Delete Official".

Figure 14. Report Date page

If you want to add a company official, click **Add Official**.

This takes you to the **Company Official** page for adding an official.



The screenshot shows a light blue interface with a header "Company Official" in green. Below the header are two input fields. The first is labeled "Official's title *" and is a text box with a double-headed arrow icon on the right. The second is labeled "Is the Official a commercial entity? *" and is a text box with a double-headed arrow icon on the right.

Figure 15. Company Official (adding one)

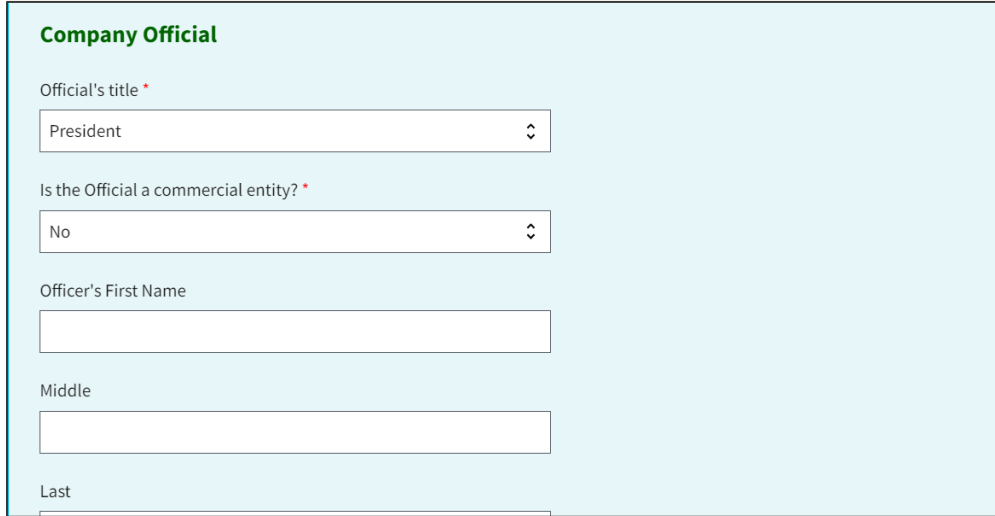
Enter the **Official's Title**.

Select Yes or No as to whether the official is a commercial entity. See **Figure 15**.

Click **Next**.

This takes you to the **Company Official's** title, name, and address screen.

Enter the title, name, and address in the fields.



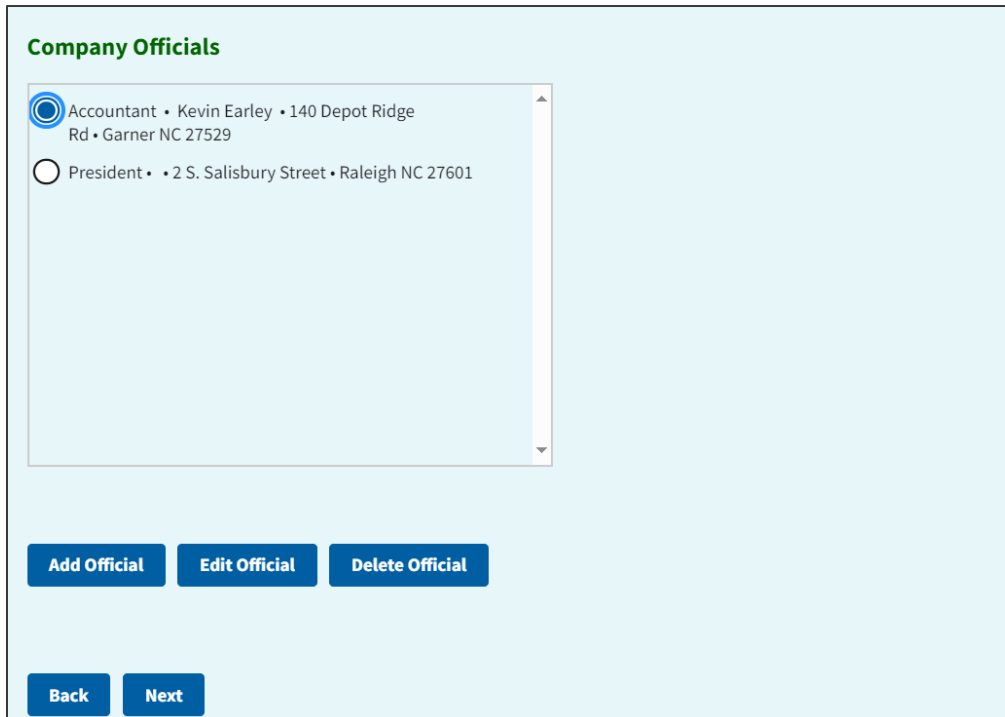
The screenshot shows a form titled "Company Official" with the following fields:

- Official's title ***: A dropdown menu with "President" selected.
- Is the Official a commercial entity? ***: A dropdown menu with "No" selected.
- Officer's First Name**: An empty text input field.
- Middle**: An empty text input field.
- Last**: An empty text input field.

Figure 16. Company Official title, name, and address

Click **Save**.

Now, you see the newly added company official. See **Figure 17**.



The screenshot shows a list titled "Company Officials" with two entries:

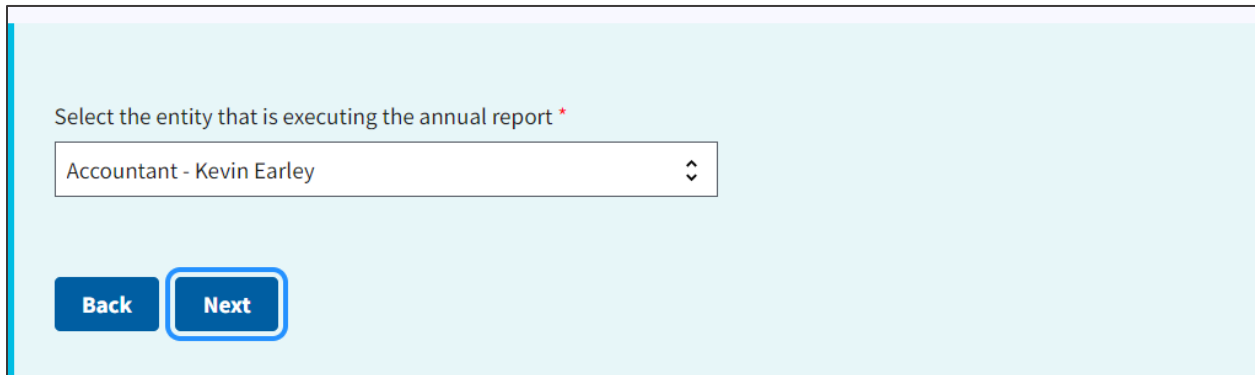
- Accountant • Kevin Earley • 140 Depot Ridge Rd • Garner NC 27529
- President • • 2 S. Salisbury Street • Raleigh NC 27601

Below the list are three buttons: "Add Official", "Edit Official", and "Delete Official". At the bottom are two buttons: "Back" and "Next".

Figure 17. Newly added company official

Click **Next**.

In the next screen, select the company official who is filing the annual report. See **Figure 18**.



Select the entity that is executing the annual report *

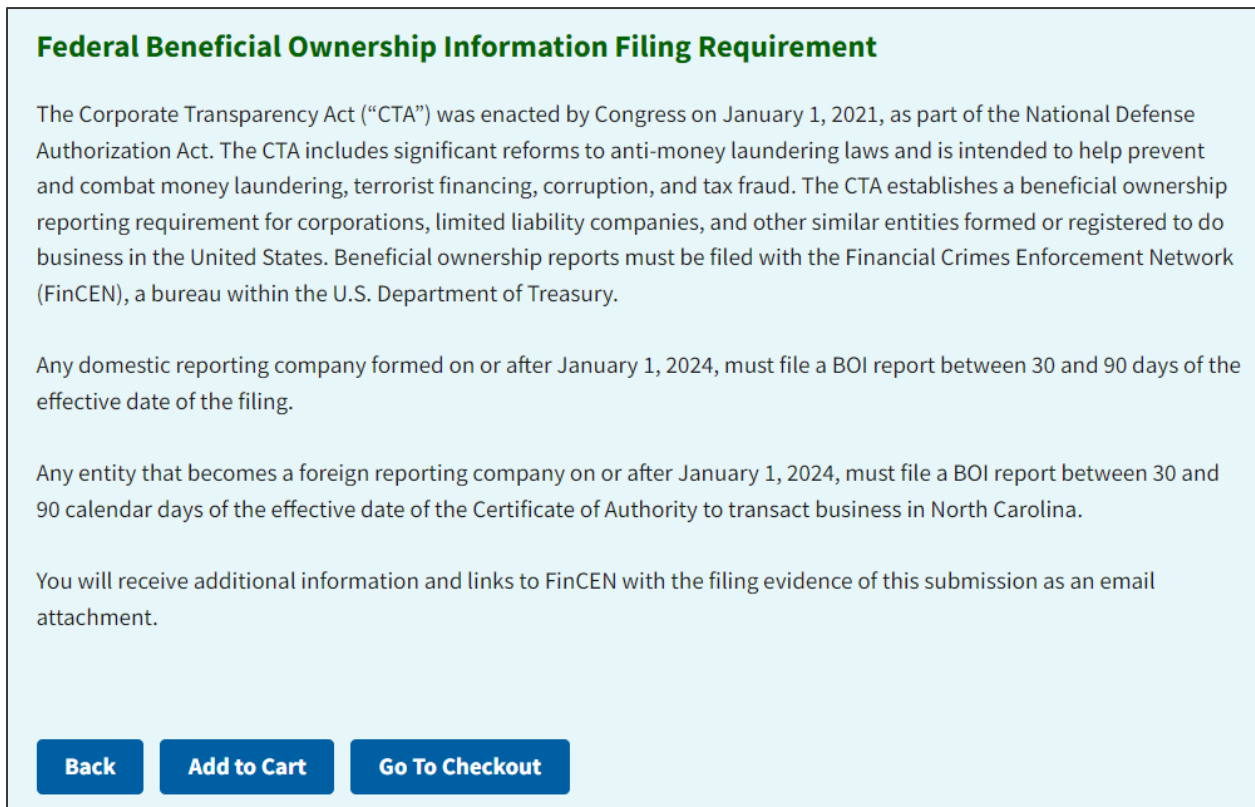
Accountant - Kevin Earley

Back Next

Figure 18. Select the company official who is filing the annual report

Click **Next**.

This takes you to a notice for the **Federal Beneficial Ownership Information Filing Requirement**.



Federal Beneficial Ownership Information Filing Requirement

The Corporate Transparency Act (“CTA”) was enacted by Congress on January 1, 2021, as part of the National Defense Authorization Act. The CTA includes significant reforms to anti-money laundering laws and is intended to help prevent and combat money laundering, terrorist financing, corruption, and tax fraud. The CTA establishes a beneficial ownership reporting requirement for corporations, limited liability companies, and other similar entities formed or registered to do business in the United States. Beneficial ownership reports must be filed with the Financial Crimes Enforcement Network (FinCEN), a bureau within the U.S. Department of Treasury.

Any domestic reporting company formed on or after January 1, 2024, must file a BOI report between 30 and 90 days of the effective date of the filing.

Any entity that becomes a foreign reporting company on or after January 1, 2024, must file a BOI report between 30 and 90 calendar days of the effective date of the Certificate of Authority to transact business in North Carolina.

You will receive additional information and links to FinCEN with the filing evidence of this submission as an email attachment.

Back Add to Cart Go To Checkout

Figure 19. Federal Beneficial Ownership Information Filing Requirement

Click **Go to Checkout**.

This takes you to the **Fees and Payment** page.

Submit a Filing

Fees & Payment

FilingFee \$18.00
ElectronicTransactionFee* \$3.00
TotalPayment \$21.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

Payment type

Checking Account (ACH) 0015
Credit Card/Debit Card

[Refund Policy](#)

Figure 20. Fees and Payment page

Select your **Payment Type**.
For this example, we selected **Checking Account (ACH)**.

Fees & Payment

FilingFee \$18.00
ElectronicTransactionFee* \$3.00
TotalPayment \$21.00

* NOTE: Electronic Transaction Fees are not refundable

Payment Details

Payment type

Checking Account (ACH) 0015

By clicking "Submit" below, I authorize the Secretary of State to debit my pre-established ACH (Automatic Clearing House) [bank account](#) for the total amount of fees indicated above.

Pay and Submit

Figure 21. Click Pay and Submit

Click **Pay and Submit**.

This takes you to the **Invoice Details** page.

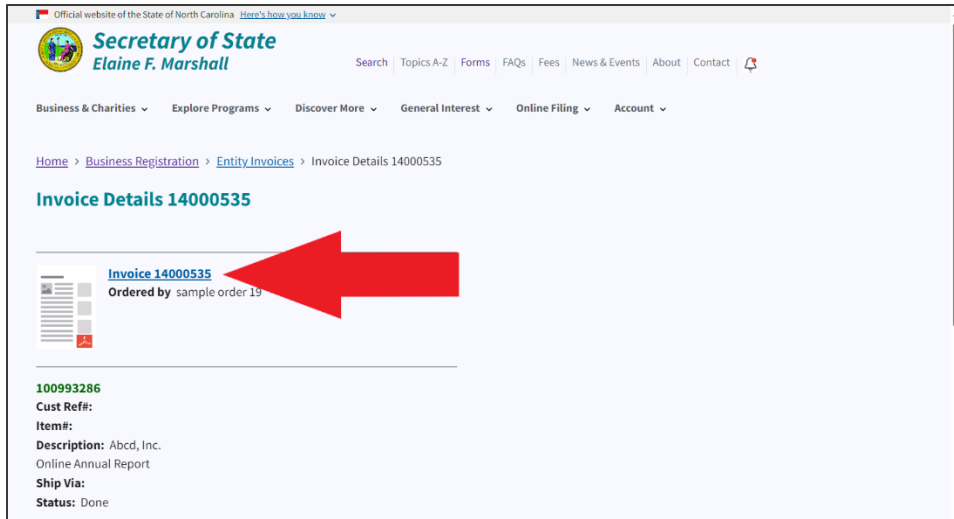


Figure 22. Invoice Details page

Click on the **Invoice** link. See **Figure 22**.

This downloads a receipt in PDF. See **Figure 23**.

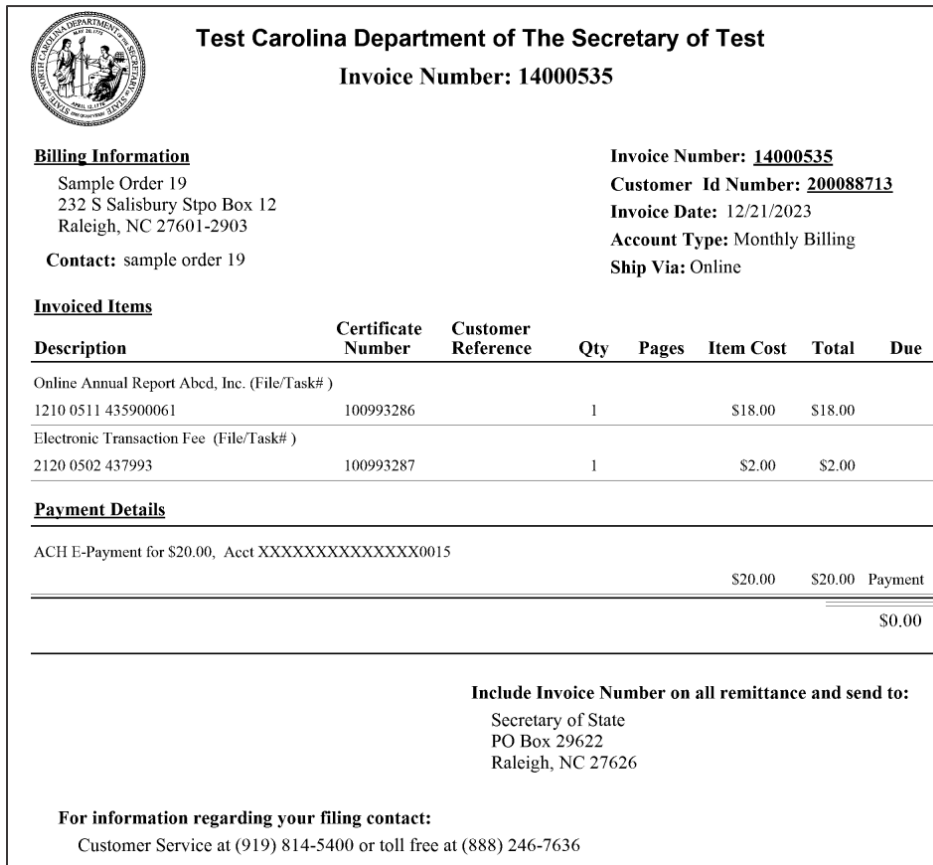


Figure 23. Downloadable PDF of Receipt

Check Your Filing

After you have completed the online annual report filing process, it's a good idea to check your filing.

Go to the NC SOS website at <https://test.sosnc.gov/>.

Select **Business and Charities > Check Filing Status**

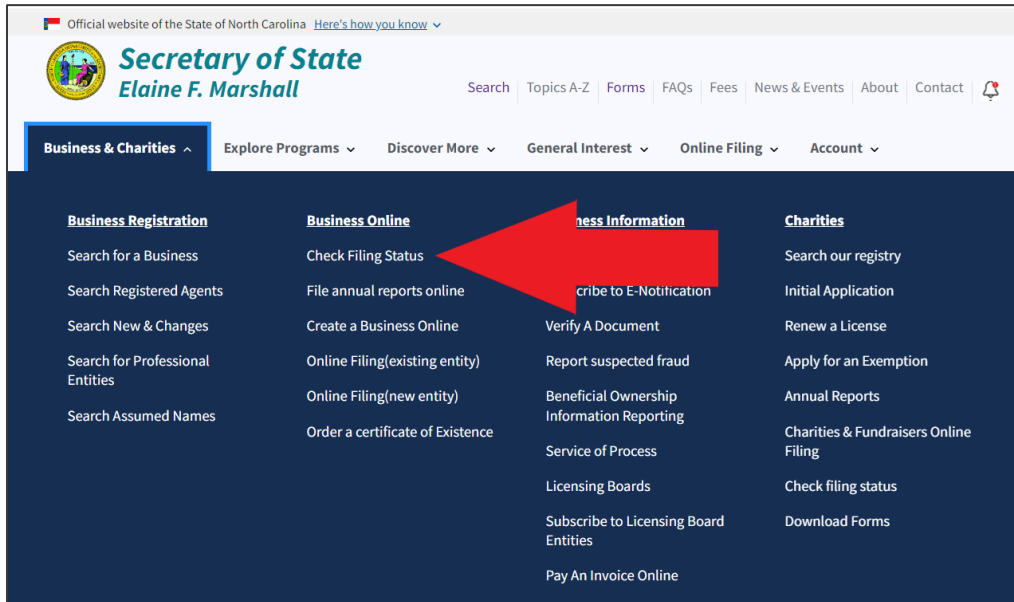


Figure 24. Business and Charities > Check Filing Status

This takes you to the My Submissions page. If you haven't already logged into your NC SOS website account, you'll arrive at a Log In screen. After logging into your NC SOS account, you will be taken to the My Submission page. See **Figure 25**.

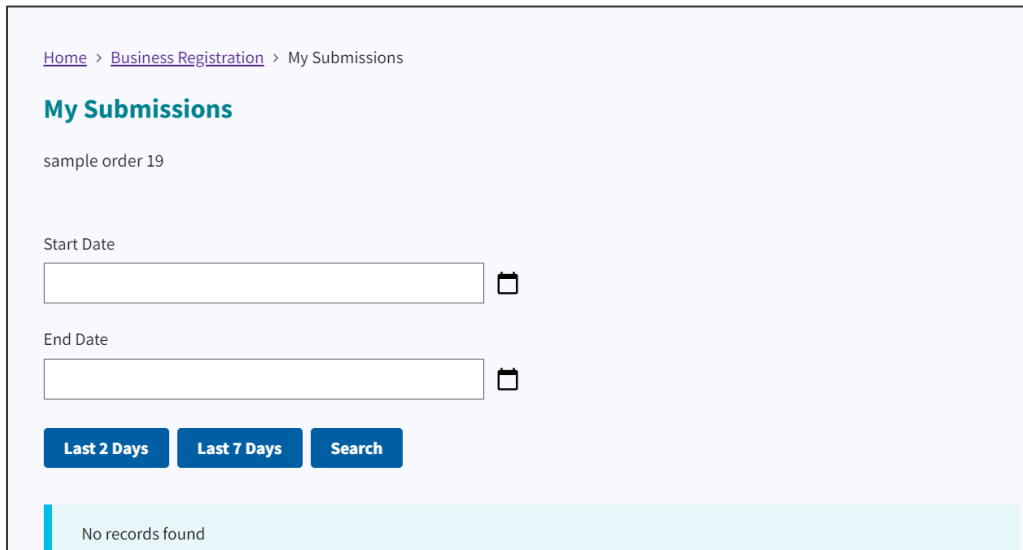


Figure 25. My Submissions

You can narrow your search by clicking either the **Last 2 Days** or **Last 7 Days** buttons. Otherwise, select a date range (**Start Date / End Date**) and click Search. See **Figure 25**. This takes you to the results. See **Figure 26**.

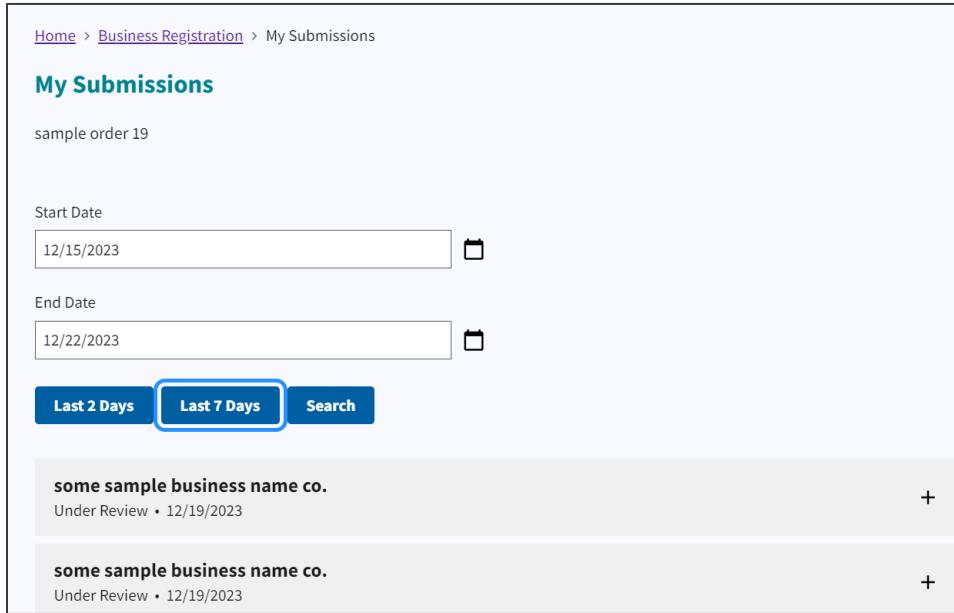


Figure 26. My Submissions search results

Select the **plus sign (+)** to expand the tile.

Select the **Invoice** number link. See **Figure 27**.

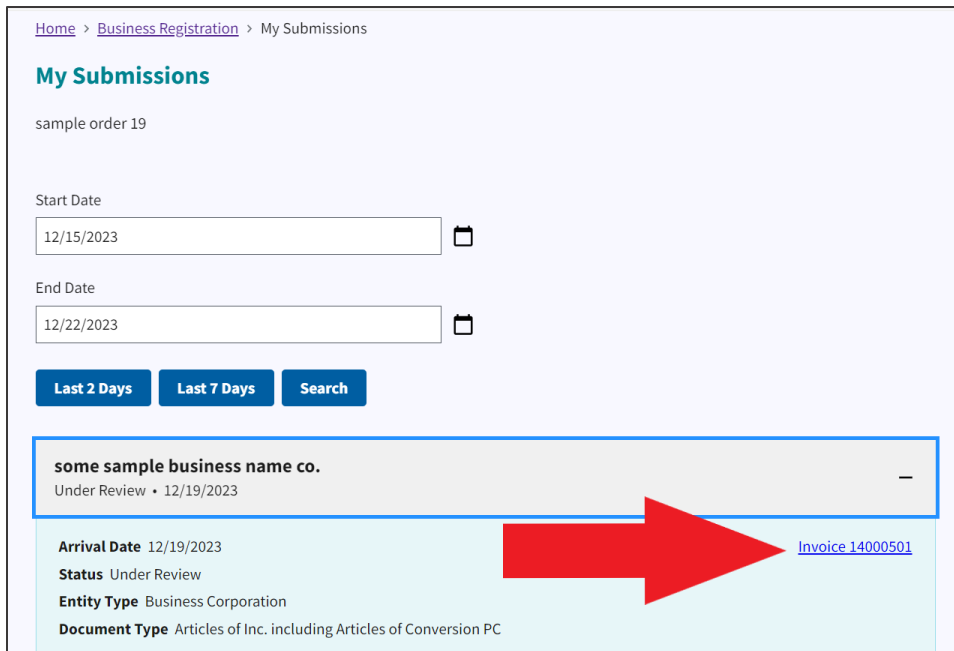


Figure 27. Select invoice number link

You can now view and print the PDF copy of the receipt.


	Test Carolina Department of The Secretary of Test Invoice Number: 14000501						
	Billing Information Sample Order 19 232 S Salisbury Stpo Box 12 Raleigh, NC 27601-2903 Contact:	Invoice Number: 14000501 Customer Id Number: 200088713 Invoice Date: 12/19/2023 Account Type: Monthly Billing Ship Via: Online					
Invoiced Items							
Description	Certificate Number	Customer Reference	Qty	Pages	Item Cost	Total	Due
12/19/2023-Articles of Inc. including Articles of Conversion PC some sample business name co.							
	100993238		1		\$125.00	\$125.00	
Electronic Transaction Fee (File/Task#)							
2120 0502 437993	100993239		1		\$3.00	\$3.00	
Payment Details			Credit: BRD-Filing for \$128.00, Visa Acct XXXXXXXXXXXXXXXXXXXX1111, TXId: A40A1B97FB8F				
					\$128.00	\$128.00	Payment
							\$0.00
Include Invoice Number on all remittance and send to: Secretary of State PO Box 29622 Raleigh, NC 27626							
For information regarding your filing contact: Customer Service at (919) 814-5400 or toll free at (888) 246-7636							

Figure 28. PDF copy of invoice