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	Place of Business COTA WAY	3. Mailing Address 3000 Correl Suite, Apt. #, etc.	alway	91112008	Chg-P	CR2E034 (11/05)	
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8699 NW MIAMI, FL	66 ST		Street Addre		way	FL Zp Cox	te
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Florida Department of State	e. Division of Corporations
	Electronic Filing

Note: If you have failed to file your 2005 Annual Report and have been administratively dissolved/revoked, you may be able to file your Reinstatement Online. Corporations, limited partnerships, and limited liability companies administratively dissolved/revoked for failure to file their 2005 Annual Report may Reinstate Online.

## Annual Report Filing

Welcome to the Annual Report online filing page, the fastest and most efficient way to file your Annual Report. Simply enter the entity document number below, click 'Submit', complete the form that follows, and select one of our convenient payment options. Questions? Before proceeding, you may wish to read the Introduction To Filing An Annual Report OnLine, for detailed information that will assist you in successfully completing your online Annual Report. Additionally, the online Annual Report will include a help selection at the bottom of the page for the data to be entered. After entering the document number below, select the submit button to proceed to the Annual Report. The annual report is due between January 1 and May 1, reports filed after May 1 may be subject to a late fee.

Our data base can hold up to 6 principals. If more than 6 principals need to be made a part of the record, you can not file the annual report online. You will need to download an annual report form and list the additional principals title, name and address on an attachment.

For those business entities that may need to file more than one Annual Report per reporting period, you will be able to complete an additional 'Amended' Annual Report to make changes after the submitted report has been processed.

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1/11/2006

Page 1 of 2

Profit and NonProfit Annual Report Help

## Profit and NonProfit Annual Report Help

Corporations can file an annual report on-line up through the administrative dissolution/revocation date. An amended annual report can be filed on-line at any time once the initial annual report has been filed.

Annual Reports are processed and posted within 24 to 48 hours of filing. All annual reports will receive an acknowledgement letter. A Certificate of Status can also be requested. All correspondence is mailed via the US Postal Service to the corporate mailing address. We do not provide an e-mail acknowledgement.

Filing fees: The fee to file is based on the corporate status, for profit or not for profit.

For Profit fees: The fee to file a for profit annual report is \$150.00 if filed between January 1 and May. After May 1 a for profit corporation can be subject to a \$400.00 late fee.

*Not for Profit fees:* The fee to file a not for profit annual report is \$61.25. Not for profit corporations are not subject to any late fee after May 1.

Waiver of the \$400.00 late fee: The late fee of \$400.00 can be waived if the box indicating non-receipt of the prior notice is checked. Only the annual report fee will be charged.

Certificate of Status: A certificate of status is \$8.75.

What is a Certificate of Status? A certificate of status is a certificate certifying the corporation is registered and active with the Division of Corporations and has paid all fees due this office through December 31. The certificate is optional. Only one can be requested as part of the online annual report. You may request a certificate at a later date, and can be requested online.

**Corporate Name:** The name of a corporation can not be changed on the annual report. Articles of Amendment must be filed to change the corporate name.

**FEI Number:** This is the Federal Employer Identification number. This is a 9 digit number assigned by the Internal Revenue Service (IRS) by filing the SS-4 form. You may contact the IRS at 1-800-829-1040. In order for the annual report to be accepted, the corporation must provide the number, check the "APPLIED FOR" box, or the "NOT APPLICABLE" box.

If our records indicate the number was previously "APPLIED FOR", a number must now be provided, or the "NOT APPLICABLE" box checked. We can not file an annual report online where the number is being "APPLIED FOR" again. The annual report would need to be downloaded and mailed to our office. A copy of the SS-4 would need to be attached to the application.

When entering the FEI number, enter only numbers, do not enter the dash.

*Principal place of business and mailing address:* These addresses can be the same. They do not have to be in Florida. A Post Office Box is acceptable.

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1/11/2006

Profit and NonProfit Annual Report Help

ATTACHMEN

Page 2 of 2

**Registered Agent:** The registered agent is a person or business entity that has agreed to accept service of process and other legal documents on behalf of the corporation. A corporation may not serve as its own agent. An officer or director of the corporation may serve as the registered agent. The registered agent must have a Florida street address. A Post Office Box is not acceptable. The signature of the new agent is required, to accept the designation, if there is a change in registered agent.

If the CHIEF FINANCIAL OFFICER, formerly the INSURANCE COMMISSIONER, is listed as the registered agent, the registered agent information can not be changed on the application. Please type in 'NOT REQUIRED' in the signature field.

The registered agent signs the application by typing their name in the signature field. The corporation should maintain in their records the actual acceptance of the registered agent.

**Officers and Directors:** The corporation is required to provide the title(s), name and address the officers and directors of the corporation. At least one officer or director must be listed. A Post Office Box is acceptable.

Our database can hold up to six officers/directors. If additional officers/directors are required to be listed, you will need to download an annual report and list the additional officers/directors on an attachment.

An officer can also be a director, and vice versa. Please use the first letter of the title, to designate the office. Examples: President = P, vice president = V, secretary = S, treasurer = T, director = D, trustees = Tr (this is an exception)

One officer is required to sign the report. You will list their title, then type their name.

In order to properly address your needs please direct your questions to the following sections:

For specific filing questions, please call the Annual Report section at 850-245-6056. To speak to an examiner, please press 4.

For technical questions concerning the online application process or payment problems, please call the Internet Support Section at 850-245-6939.

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1/11/2006