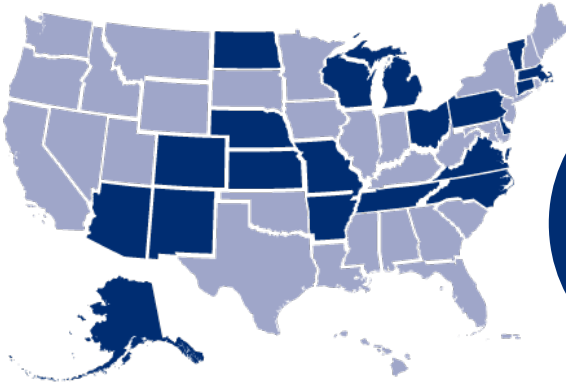


# NAVIGATING ANNUAL REPORT MANAGEMENT

Most states require companies to file an annual report with the Secretary of State or equivalent office in order to remain in good standing.



## REPORT DEADLINES CAN VARY BASED ON ENTITY TYPES AND OTHER FACTORS:



States where the annual report deadline varies by entity type, fiscal year-end, or arbitrary "report month" set by jurisdiction.

## CONSEQUENCES FOR MISSING A FILING ARE SERIOUS AND INCLUDE:

PENALTIES AND FINES

ADMINISTRATIVE  
DISSOLUTION OR  
REVOCAION

LOSS OF THE RIGHT TO  
USE YOUR CORPORATE  
NAME

TAX LIENS AGAINST  
YOU FOR UNPAID TAXES

VOIDABLE CONTRACTS  
IF ENTERED INTO WHILE  
IN BAD STANDING

BREACH OR DEFAULT  
OF DUTIES UNDER  
FINANCE AGREEMENTS

**To complicate matters, many states have stopped sending annual report reminder notifications.** As an auxiliary service available exclusively to our registered agent clients, we offer our Annual Report Management Service (ARMS) to actively manage the annual report process for applicable entity registrations.

On average, it takes companies **more than double** the time it takes our ARMS specialists to file annual reports.



## OUR ARMS SERVICE BENEFITS:



### NO CONTRACT

Enrolling your companies in ARMS is simple and has no upfront costs to you.



### PREP AND FILING

Utilizing our advanced calendaring system, our team will track and file your annual reports, allowing you to focus on other priorities.



### ONLINE ACCESS

All reports filed by Capitol Services on your behalf are stored and accessible 24/7 via our online Client Dashboard.