

Annual Report Online Filing

- Annual reports must be filed no later than October 1st of each year.
- Online filing is available about 90 days before the report's due date.
- The filing fee is \$20.00
- Filing online only allows for electronic payment via credit card.
- If credit card payment is not an option, mail a check or money order payable to the "State of Michigan" with the pre-printed annual report (Form CSCL/CD-2000) to:

Corporations Division
PO Box 30767 Lansing MI 48909
- This pre-printed annual report form is mailed to the resident agent at the registered office approximately three months prior to the due date.
- Contact the Bureau at (517) 241-6470 if an additional preprinted annual report is needed.
- Retain a copy of the completed report for your records.

How to File Online

1. www.michigan.gov/fileonline
2. Select **File Your Annual Report or Annual Statement**.
3. Enter your entity ID (this can be obtained through the LARA Business Entity Search).
4. This page will show the previous filings, along with any that have not yet been completed. Select the year to be filed by clicking the blue highlighted numbers.
5. If **no changes** have occurred with the Resident Agent or Mailing address select the box and click **Next** and proceed to step 7.
6. If changes have occurred with the Resident Agent or Mailing address, complete the Resident Agent and Office information. Select **Next**.
 - a. Complete the Purpose and Activities box with the language from the original *Articles of Incorporation* or use the following:

"Assisting veterans and their families in receiving benefits and grants"
7. Complete **Filed By** and **Phone**. Title should be **Authorized Officer or Agent**.
8. You will be redirected to the payment screen. Select **Next**.
9. Complete **Payment Method**. Billing Address information is not needed to process payment.
10. Select **Pay Now**.
11. Print the receipt page for your records.