

Pay Annual Registration Fees Online

Corporations, limited liability companies, limited partnerships, and business trusts are required to pay an annual registration fee to the State Corporation Commission each year. If payment of the annual registration fee is not received and processed on or before its due date, a penalty fee is added. To pay an annual registration fee online, visit the SCC Clerk's Information System (CIS) at https://cis.scc.virginia.gov/ and use the instructions below to make your payment.

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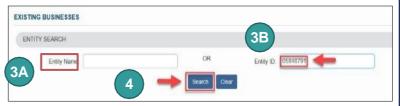
Log on to CIS at <u>https://cis.scc.virginia.gov/</u>. Note: Google Chrome or Microsoft Edge are recommended.

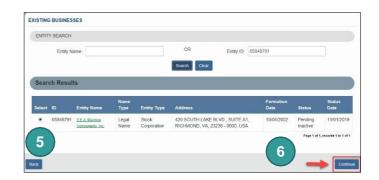
- Click Pay Registration Fees on the top left.
- Locate your business in the system by either: A. Searching for it using the **Entity Name** field OR
 - B. Entering your Entity ID.
- Click the Search button.
- 5 Click the **Select** button next to your business's name.

Note: DO NOT click the green entity name.

- 6 Click **Continue**.
- 7 Enter an Entity Email Address and Contact Number so that you will receive communication from the Clerk's Office about your payment status (recommended).
- 8 Review the Registration Fee List (Required). "This amount must be paid".



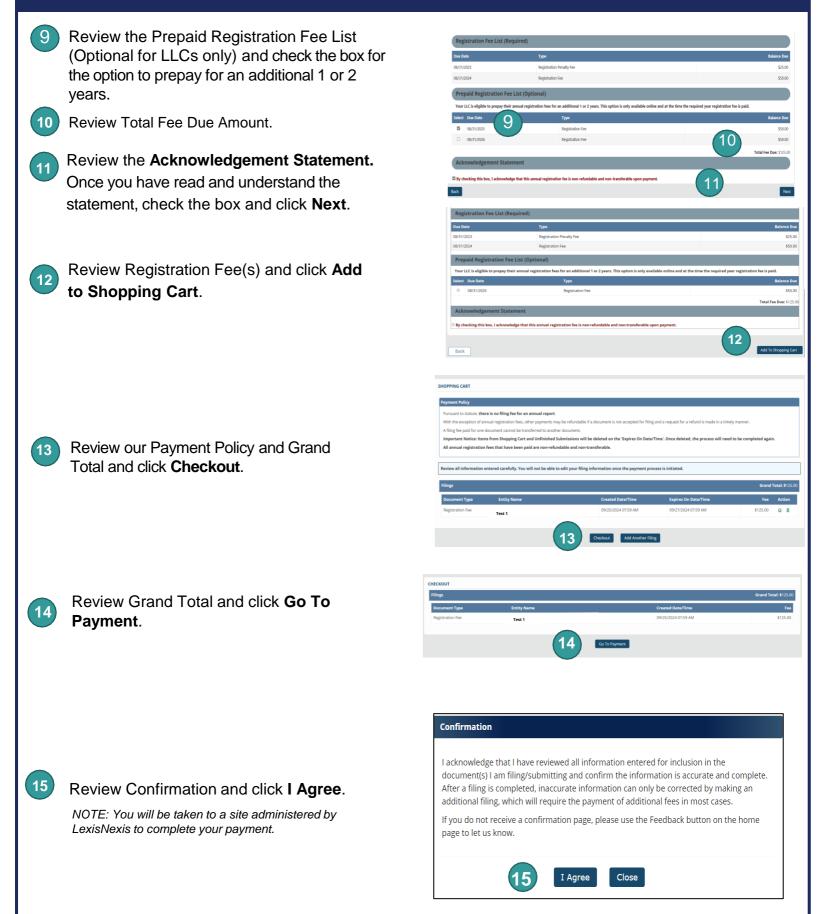




REGISTRATION	FEE	
Entity Infor	mation	
	Entity Name: T.E.A. Machine Components, Inc.	
	Entity Email Address:	
	Contact Number:	

Registration Fee List (Required)				
Due Date	Туре		Balance Due	
08/31/2023	Registration Penalty Fee	8	\$25.00	
08/31/2024	Registration Fee		\$50.00	

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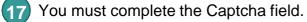


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Enter your **Billing Address** and **Payment Information**.

NOTE: All fields with an asterisk (*) are required.



18 When all information is entered, click **Continue** on the bottom right.

NOTE: Do not close the browser window at this time or you will be redirected to the confirmation screen in Step 15.

	Agency Amount	S	\$125.00	
Billing Information			Payment Information	
ADDRESS TYPE			PAYMENT TYPE	
Domestic (US and Puerto Military (APO/FPO)			Card	
 International (including Ca Billing First Name* 	inada, Mexico)		Card Number* Expiration Month*	
Billing Last Name*			Expiration Year*	-select-
Billing Zip Code*			Security Code*	
Billing Address Line1*	(16)		We've provided this sample credit card to assist you in	
Billing Address Line2			finding the security code.	VISA DISCOVER
Billing City*				
Billing State*	AL	~	Captcha*	7n/37
E-mail*			(17)	
Confirm E-mail*			Enter Captcha	
Phone Number*	(999) 999-9999			



Confidentia

19 You will receive a confirmation screen when your payment is successfully processed.

Calculate your fee payments

Annual fee payment dates depend on your entity type and when it was originally created. You can use the table below to calculate the amount of your annual registration fee and when it is assessed.

Entity Type	Date Registration Fee Assessed	Date Registration Fee Due	Registration Fee Amount
Stock Corporation	First day of the second month preceding the month in which it was incorporated or registered to transact business in Virginia. Example: A corporation formed or registered in January is assessed as of the preceding November 1.	Last day of the formation / registration month. The fee must be paid on or before the last day of the fourth month following the due date to avoid termination or revocation.	Fee is based on the number of shares the corporation is authorized to issue. <u>See the Annual</u> <u>Corporation</u> <u>Requirements and</u> <u>Fee Schedule form</u> .
Nonstock Corporation	First day of the second month preceding the month in which the corporation was incorporated or registered to transact business in Virginia. Example: A corporation formed or registered in January is assessed as of the preceding November 1.	Last day of the formation / registration month. The fee must be paid on or before the last day of the fourth month following the due date to avoid termination or revocation.	\$25
Limited Liability Company	First day of the second month preceding the month in which the corporation was formed or registered to transact business in Virginia. Example: A limited liability company formed or registered in January is assessed as of the preceding November 1.	Last day of the formation / registration month. The fee must be paid on or before the last day of the third month following the due date to avoid cancellation.	\$50
Limited Partnership or Business Trust	As of July 1	On or before October 1. The fee must be paid on or before December 31 to avoid cancellation.	\$50