

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.

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

2 Click **Pay Registration Fees** on the top left.



3 Locate your business in the system by either:
A. Searching for it using the **Entity Name** field
OR
B. Entering your **Entity ID**.

4 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**.

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="radio"/>	05848791	T.E.A. Machine Components, Inc.	Legal Name	Stock Corporation	420 SOUTH LAKE BLVD., SUITE A1, RICHMOND, VA, 23236 - 0000, USA	10/04/2002	Pending Inactive	11/01/2019

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

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9 Review the Prepaid Registration Fee List (Optional for LLCs only) and check the box for the option to prepay for an additional 1 or 2 years.

10 Review Total Fee Due Amount.

11 Review the **Acknowledgement Statement**. Once you have read and understand the statement, check the box and click **Next**.

12 Review Registration Fee(s) and click **Add to Shopping Cart**.

13 Review our Payment Policy and Grand Total and click **Checkout**.

14 Review Grand Total and click **Go To Payment**.

15 Review Confirmation and click **I Agree**.

NOTE: You will be taken to a site administered by LexisNexis to complete your payment.

Registration Fee List (Required)

Due Date	Type	Balance Due
08/31/2023	Registration Penalty Fee	\$25.00
08/31/2024	Registration Fee	\$50.00

Prepaid Registration Fee List (Optional)

Your LLC is eligible to prepay their annual registration fees for an additional 1 or 2 years. This option is only available online and at the time the required year registration fee is paid.

Select	Due Date	Type	Balance Due
<input checked="" type="checkbox"/>	08/31/2025	Registration Fee	\$50.00
<input type="checkbox"/>	08/31/2026	Registration Fee	\$50.00

Total Fee Due: \$125.00

Acknowledgement Statement

☒ By checking this box, I acknowledge that this annual registration fee is non-refundable and non-transferable upon payment.

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Registration Fee List (Required)

Due Date	Type	Balance Due
08/31/2023	Registration Penalty Fee	\$25.00
08/31/2024	Registration Fee	\$50.00

Prepaid Registration Fee List (Optional)

Your LLC is eligible to prepay their annual registration fees for an additional 1 or 2 years. This option is only available online and at the time the required year registration fee is paid.

Select	Due Date	Type	Balance Due
<input type="checkbox"/>	08/31/2025	Registration Fee	\$50.00

Total Fee Due: \$125.00

Acknowledgement Statement

☐ By checking this box, I acknowledge that this annual registration fee is non-refundable and non-transferable upon payment.

Back Add To Shopping Cart

SHOPPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. With the exception of annual registration fees, other payments may be refundable if a document is not accepted for filing and a request for a refund is made in a timely manner. A filing fee paid for one document cannot be transferred to another document. Important Notice: Items from Shopping Cart and Unfinished Submissions will be deleted on the 'Expires On Date/Time'. Once deleted, the process will need to be completed again. All annual registration fees that have been paid are non-refundable and non-transferable.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Filings					Grand Total: \$125.00
Document Type	Entity Name	Created Date/Time	Expires On Date/Time	Fee	Action
Registration Fee	Test 1	09/25/2024 07:59 AM	09/27/2024 07:59 AM	\$125.00	

Checkout Add Another Filing

CHECKOUT

Filings				Grand Total: \$125.00
Document Type	Entity Name	Created Date/Time	Fee	
Registration Fee	Test 1	09/25/2024 07:59 AM	\$125.00	

Go To Payment

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

I Agree Close

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

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



17 You must complete the Captcha field.

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.

State Corporation Commission
Clerk's Information System

Agency Amount \$125.00

Billing Information	Payment Information
ADDRESS TYPE <input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico)	PAYMENT TYPE <input checked="" type="radio"/> Card
Billing First Name* <input type="text"/>	Card Number* <input type="text"/>
Billing Last Name* <input type="text"/>	Expiration Month* <input type="text" value="-select-"/>
Billing Zip Code* <input type="text"/>	Expiration Year* <input type="text" value="-select-"/>
Billing Address Line1* <input type="text"/>	Security Code* <input type="text"/>
Billing Address Line2 <input type="text"/>	We've provided this sample credit card to assist you in finding the security code. 
Billing City* <input type="text"/>	Captcha* 
Billing State* <input type="text" value="AL"/>	Enter Captcha <input type="text"/>
E-mail* <input type="text"/>	
Confirm E-mail* <input type="text"/>	
Phone Number* <input type="text" value="(999) 999-9999"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>

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



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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. See the Annual Corporation Requirements and Fee Schedule form.
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