

# File an Annual Report in the Clerk's Information System

Each Virginia corporation and foreign corporation authorized to do business in Virginia must file an Annual Report with the Office of the Clerk every year. The report is due annually by the last day of the 12th month after the entity was incorporated or issued a certificate of authority. This how-to guide will walk you through filing an Annual Report in the new Clerk's Information System (CIS) <a href="https://cis.scc.virginia.gov/">https://cis.scc.virginia.gov/</a>.

You will need to determine if you are filing an Annual Report with no changes or if you need to file it with changes.

# File an Annual Report with No Changes

- Log on to CIS at <a href="https://cis.scc.virginia.gov/">https://cis.scc.virginia.gov/</a>.

  Note: Google Chrome, Internet Explorer or
  Microsoft Edge are recommended.
- Click Online Services on the top left.
- Under Business Entities, click Annual Reports (Corporations).

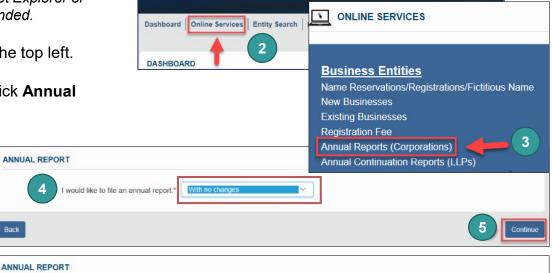
ENTITY SEARCH

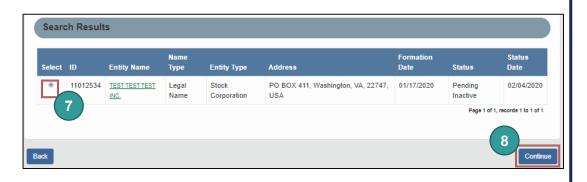
Entity Nan

- Select **With no changes** from the drop-down.
- 5 Click **Continue** in the bottom right.
- Enter either the Entity
  Name or the SCC Entity
  ID number and click
  Search.
- Select the radio button to the left of your business.

Note: Clicking the entity name will open your business information in a new tab.

8 Click Continue.



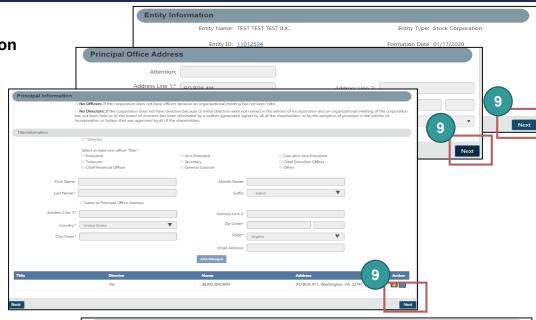


## File an Annual Report with No Changes

Review the Entity Information and click Next.

Review the **Principal Office Address** and click **Next**.

Review the **Principal Information** and click **Next**.

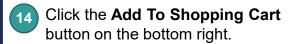


Enter the **Signature Information**.
You must complete all fields with an asterisk (\*):

Signing as Signature Title

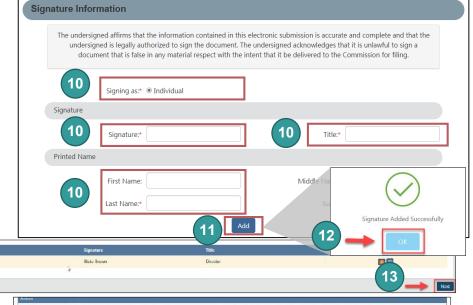
Note: Though there is no asterisk, the **Printed Name** section must match the **Signature** field.

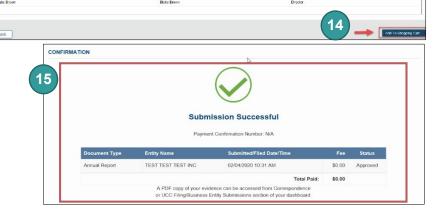
- Click the **Add** button to add the signature to the Annual Report.
- 12 Click the **OK** button.
- 13 Click the **Next** button.



Note: There is no charge to file an Annual Report.

A confirmation of successful submission will appear.





#### File an Annual Report in the Clerk's Information System

ANNUAL REPORT

# File an Annual Report with Changes

- 1 Log on to CIS at <a href="https://cis.scc.virginia.gov/">https://cis.scc.virginia.gov/</a>.

  Note: Google Chrome, Internet Explorer or

  Microsoft Edge are recommended.
- Click Online Services on the top left.
- 3 Under Business Entities, click Annual Reports (Corporations).

ANNUAL REPORT

ENTITY SEARCH

- 4 Select **With changes** from the drop-down.
- 5 Click **Continue** in the bottom right.
- Enter either the Entity
  Name or the SCC Entity
  ID number and click
  Search.
- 7 Select the radio button to the left of your business.

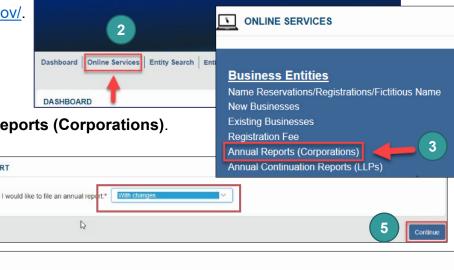
Note: Clicking the entity name will open your business information in a new tab.

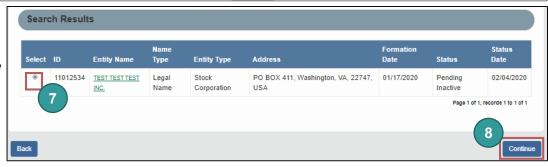
8 Click Continue.

- Review the Entity Information. If needed, update the Entity Email
  Address and/or the Contact Number.
- 10 Click Next.
- Review the **Principal Office**Address and update if needed.
  You must complete all fields
  with an asterisk (\*):

Address Line 1 City/County
Country State
ZIP Code

12 Click Next.





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## File an Annual Report with Changes

- Review current **Principal Information**.
- Check the **No Officers** and/or **No Directors** box(es) if needed.
- Add principal director(s) and/or officer(s) as needed.
  Complete all fields with an asterisk (\*):

Title Country
First Name Zip Code
Last Name City/Town
Address Line 1 State

- If you added anyone, click **Add Principal**.
- 17 Click Next.
- Enter the **Signature Information**.
  You must complete all fields with an asterisk (\*):

Signing as Signature Title

Note: Though there is no asterisk, the **Printed Name** section must match the **Signature** field.

- Click the **Add** button to add the signature to the Annual Report.
- Click the **OK** button.
- 21 Click the **Next** button.
- Click the **Add To Shopping Cart** button on the bottom right.

Note: There is no charge to file an Annual Report.

A confirmation of successful submission will appear.

