

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) <https://cis.scc.virginia.gov/>.

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

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

Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

- 2 Click **Online Services** on the top left.

- 3 Under Business Entities, click **Annual Reports (Corporations)**.

- 4 Select **With no changes** from the drop-down.

- 5 Click **Continue** in the bottom right.

- 6 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**.

The screenshots illustrate the process of filing an annual report with no changes in the SCC Clerk's Information System (CIS). The first screenshot shows the 'ONLINE SERVICES' menu with 'Annual Reports (Corporations)' selected. The second screenshot shows the 'ANNUAL REPORT' form where 'With no changes' is selected in the drop-down menu. The third screenshot shows the 'ENTITY SEARCH' form with 'Entity Name' entered as 'test' and the 'Search' button clicked. The fourth screenshot shows the 'Search Results' table with one result selected.

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="radio"/>	11012534	TEST TEST TEST INC.	Legal Name	Stock Corporation	PO BOX 411, Washington, VA, 22747, USA	01/17/2020	Pending Inactive	02/04/2020

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**.

The first three screenshots show the initial setup of the filing process. The 'Entity Information' screen shows 'TEST TEST TEST INC.' as the entity name and 'Stock Corporation' as the type. The 'Principal Office Address' screen shows a sample address in Potomac, MD. The 'Principal Information' screen shows 'BLAKE BROWN' as the director, with fields for first, middle, and last name, and a dropdown for title.

- 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.

- Click the **Next** button.

The 'Signature Information' screen contains a disclaimer and fields for 'Signing as' (Individual), 'Signature', 'Title', 'First Name', 'Last Name', and 'Middle Name'. A green checkmark and 'Signature Added Successfully' message appear after clicking 'Add'. The 'OK' button is highlighted with a red box and a red arrow.

- 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.

The final two screenshots show the summary of the filing and the confirmation screen. The summary screen lists the entity information and the signature added. The confirmation screen shows a green checkmark, 'Submission Successful', and a table with the following data:

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Report	TEST TEST TEST INC.	02/04/2020 10:31 AM	\$0.00	Approved
Total Paid:			\$0.00	

A note at the bottom states: 'A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.'

File an Annual Report in the Clerk's Information System

File an Annual Report with Changes

1 Log on to CIS at <https://cis.scc.virginia.gov/>.

Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

2 Click **Online Services** on the top left.

3 Under Business Entities, click **Annual Reports (Corporations)**.

4 Select **With changes** from the drop-down.

5 Click **Continue** in the bottom right.

6 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**.

9 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.

10 Click **Next**.

11 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**.

ONLINE SERVICES

Business Entities

- Name Reservations/Registrations/Fictitious Name
- New Businesses
- Existing Businesses
- Registration Fee
- Annual Reports (Corporations)
- Annual Continuation Reports (LLPs)

ANNUAL REPORT

I would like to file an annual report.*

With changes

Back Continue

ANNUAL REPORT

ENTITY SEARCH

Entity Name: test OR Entity ID:

Search Clear

Search Results

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="radio"/>	11012534	TEST TEST TEST INC.	Legal Name	Stock Corporation	PO BOX 411, Washington, VA, 22747, USA	01/17/2020	Pending Inactive	02/04/2020

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Entity Information

Entity Name: Hula For Documentation, Inc.

Entity ID: 11012534

Entity Type: Stock Corporation

Formation Date: 02/05/2020

Status: Active

Total Shares: 100

Period of Duration: perpetual

Jurisdiction: Virginia

Entity Email Address: hula@hula.com

Contact Number: (804) 321-0133

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Principal Office Address

Attention:

Address Line 1: 1234 E Main St.

Country: United States

City/County: Richmond

Address Line 2:

ZIP Code: 23219

State: Virginia

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File an Annual Report with Changes

13 Review current **Principal Information**.

14 Check the **No Officers** and/or **No Directors** box(es) if needed.

15 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**

16 If you added anyone, click **Add Principal**.

17 Click **Next**.

18 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.*

19 Click the **Add** button to add the signature to the Annual Report.

20 Click the **OK** button.

21 Click the **Next** button.

22 Click the **Add To Shopping Cart** button on the bottom right.

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

23 A confirmation of successful submission will appear.

Principal Information

☐ **No Officers:** If the corporation does not have officers because an organizational meeting has not been held.

☐ **No Directors:** If the corporation does not have directors because (i) initial directors were not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated by a written agreement signed by all of the shareholders, or by the adoption of provision in the articles of incorporation or bylaws that was approved by all of the shareholders.

Title Information

☐ Director

Select at least one officer title:

☐ President ☐ Vice President ☐ Executive Vice President
☐ Treasurer ☐ Secretary ☐ Chief Executive Officer
☐ Chief Financial Officer ☐ General Counsel ☐ Other

First Name: Middle Name:
Last Name*: Suffix: -- Select --
☐ Same as Principal Office Address
Address Line 1*: Address Line 2:
Country*: United States Zip Code*:
City/Town*: State*: Virginia Email Address:

Title	Director	Name	Address	Action
	Yes	Artem XZeta	106 Greenfield Rd, Stafford, VA, 22554 - 6291, USA	

Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

18 **Signing as:** ☒ Individual

Signature

18 **Signature:** 18 **Title:**

Printed Name

18 **First Name:** **Middle Name:**
Last Name: **Suffix:**

Signature Added Successfully

Printed Name	Signature	Title	Action
Brian Brown	Brian Brown	Director	

Principal Information

☐ **No Officers:** If the corporation does not have officers because an organizational meeting has not been held.

☐ **No Directors:** If the corporation does not have directors because (i) initial directors were not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated by a written agreement signed by all of the shareholders, or by the adoption of provision in the articles of incorporation or bylaws that was approved by all of the shareholders.

Title	Director	Name	Address
	Yes	BRIAN BROWN	PO BOX 411, Washington, VA, 22747, USA

Signature Information

Printed Name	Signature	Title
Brian Brown	Brian Brown	Director

CONFIRMATION

Submission Successful

Payment Confirmation Number: N/A

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Report	TEST TEST TEST INC.	02/04/2020 10:31 AM	\$0.00	Approved
Total Paid:			\$0.00	

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.