

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.



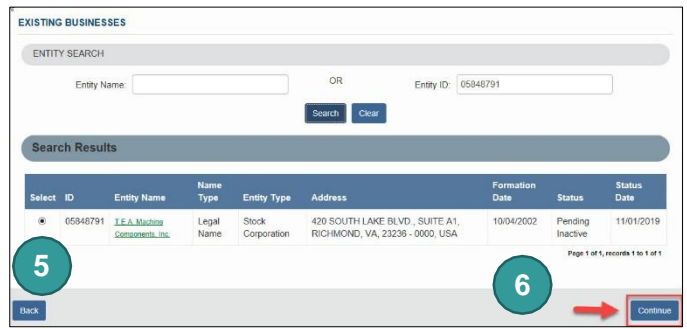
3 Locate your business in the system by either:
 A. Searching for it using the **Entity Name** field
 OR
 B. Entering your **Entity ID**.



4 Click the **Search** button.

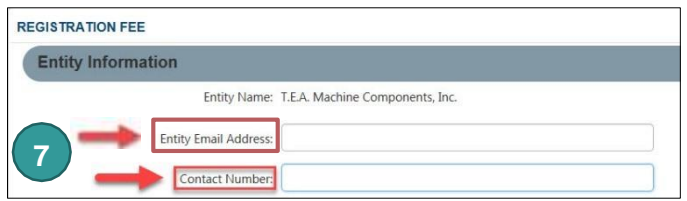
5 Click the **Select** button next to your business's name.

Note: DO NOT click the green entity name.



6 Click **Continue**.

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".

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

Pay Annual Registration Fees Online

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.

The screenshot shows the 'Registration Fee List (Required)' section with a table of fees:

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

Below this is the 'Prepaid Registration Fee List (Optional)' section with a note: '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.' It includes a table with a 'Select' column and a 'Total Fee Due: \$125.00' at the bottom right.

The 'Acknowledgement Statement' section contains a checkbox and the text: 'By checking this box, I acknowledge that this annual registration fee is non-refundable and non-transferable upon payment.' A 'Next' button is visible.

The 'SHOPPING CART' section displays a 'Payment Policy' with the following text: '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.'

Below the policy is a table of filings:

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	

A 'Grand Total: \$125.00' is shown at the top right. 'Checkout' and 'Add Another Filing' buttons are at the bottom.

The 'CHECKOUT' section shows a table with the same filing information as the shopping cart:

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

The 'Grand Total: \$125.00' is displayed at the top right. A 'Go To Payment' button is located at the bottom.

The 'Confirmation' dialog box contains the following text: '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.'

At the bottom, there are 'I Agree' and 'Close' buttons.

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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

ADDRESS TYPE

Domestic (US and Puerto Rico)
 Military (APO/FPO)
 International (including Canada, Mexico)

Billing First Name*
Billing Last Name*
Billing Zip Code*
Billing Address Line1*
Billing Address Line2
Billing City*
Billing State* AL
E-mail*
Confirm E-mail*
Phone Number* (999) 999-9999

Payment Information

PAYMENT TYPE

Card

Card Number*
Expiration Month*
Expiration Year*
Security Code*

We've provided this sample credit card to assist you in finding the security code.

Captcha*
Enter Captcha

Cancel Continue

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



Pay Annual Registration Fees Online

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