

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.

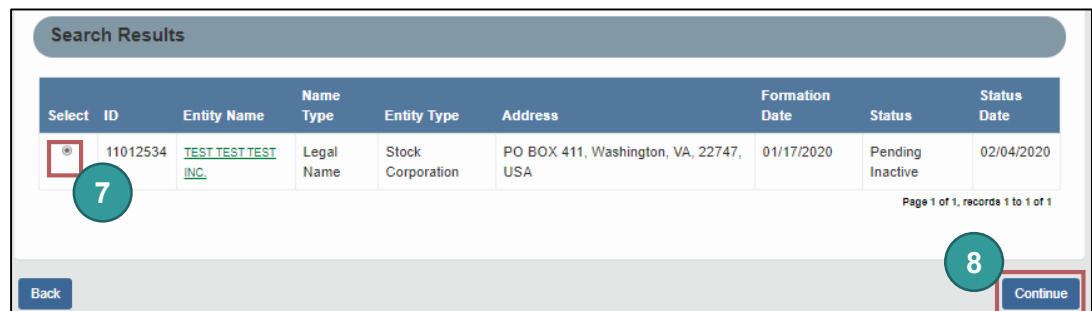
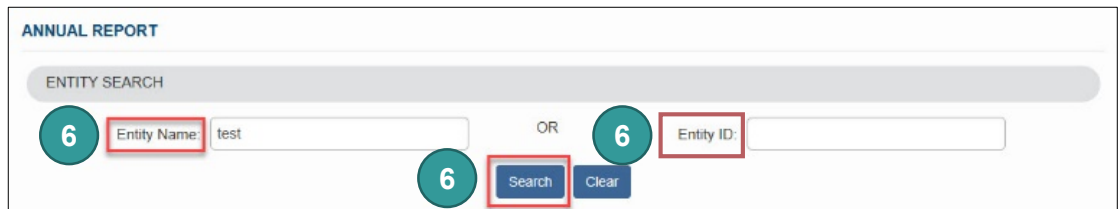
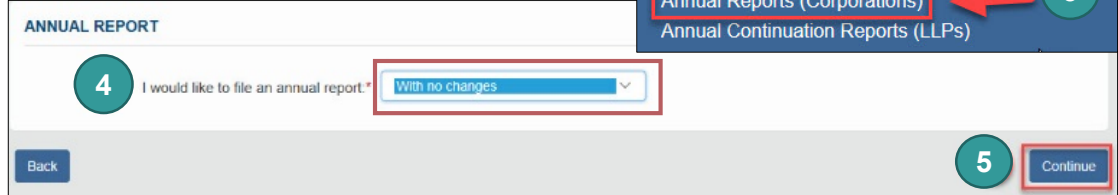
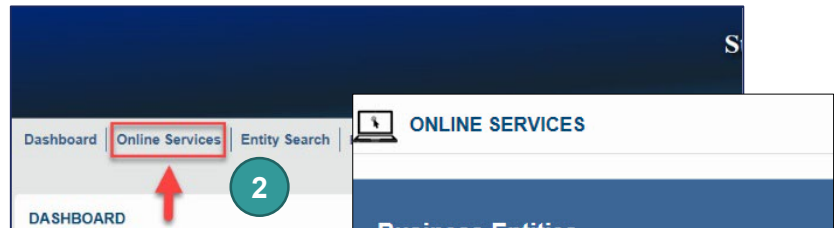
5 Click **Continue** in the bottom right.

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**.



File an Annual Report with No Changes

- Review the **Entity Information** and click **Next**.

Entity Information
Entity Name: TEST TEST TEST INC. Entity Type: Stock Corporation
Entity ID: 11012534 Formation Date: 01/17/2020

Principal Office Address
Attention: _____
Address Line 1*: PO BOX 411
Address Line 2: _____

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: _____
 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
	<input checked="" type="checkbox"/>	BLAKE BROWN	PO BOX 411, Washington, VA, 22747	

- 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.

- Click the **OK** button.

- Click the **Next** button.

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.

Signing as: * Individual

Signature: _____ Title: _____

Printed Name: _____

First Name: _____ Middle Name: _____
Last Name* _____ Suffix: _____

Add **OK**

- 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.

Printed Name	Signature	Title
Blake Brown	Blake Brown	Director

Printed Name	Signature	Title
Blake Brown	Blake Brown	Director

Add To Shopping Cart

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.

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File an Annual Report with Changes

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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**.

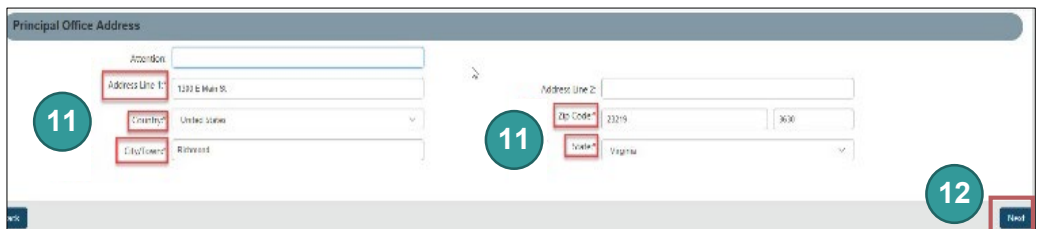
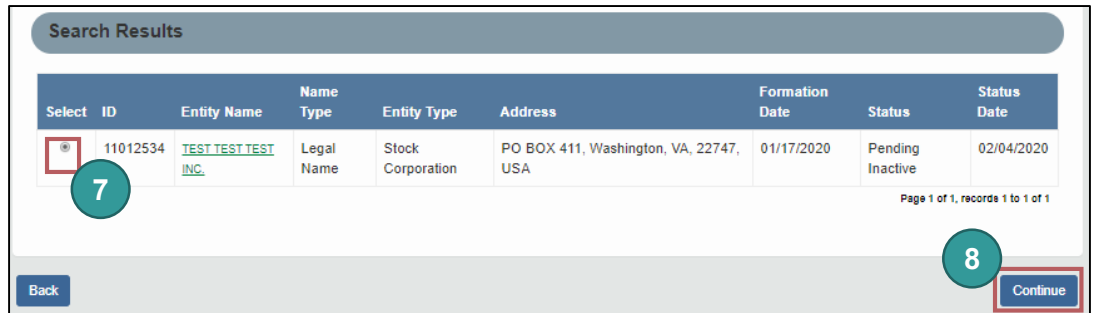
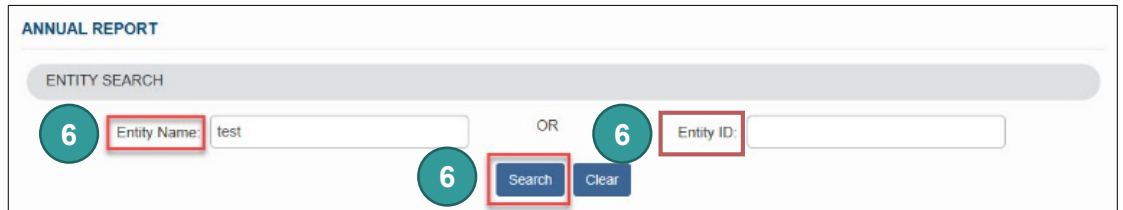
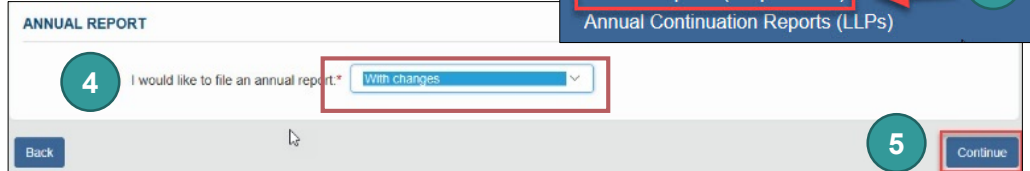
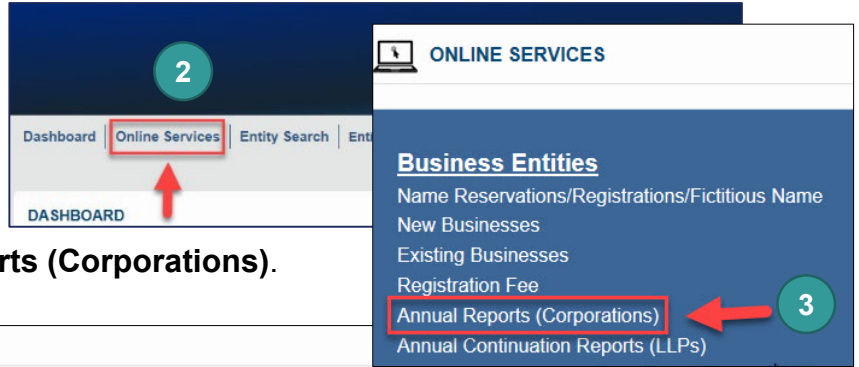
9 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.

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**.



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.

Printed Name	Signature	Title
Blake Brown	Blake Brown	Director

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	