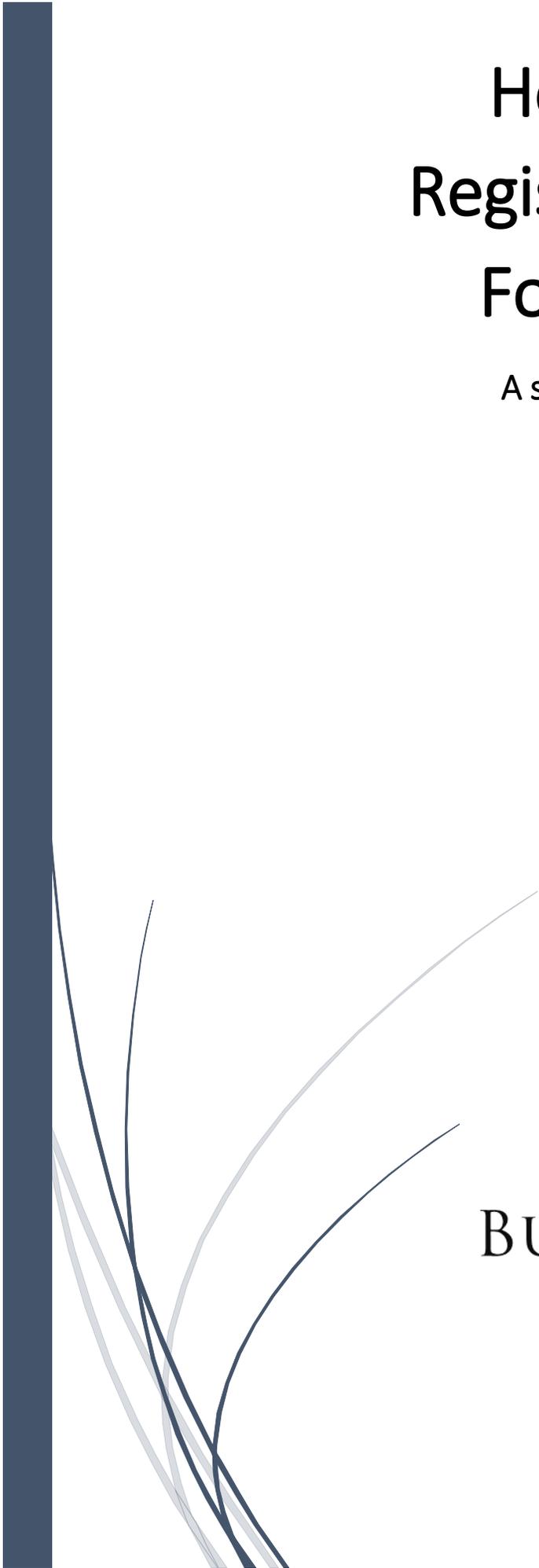


How to File an Annual Registration Report for a For-Profit Corporation

A step-by-step guide using the Secretary of
State's Online Business Services System



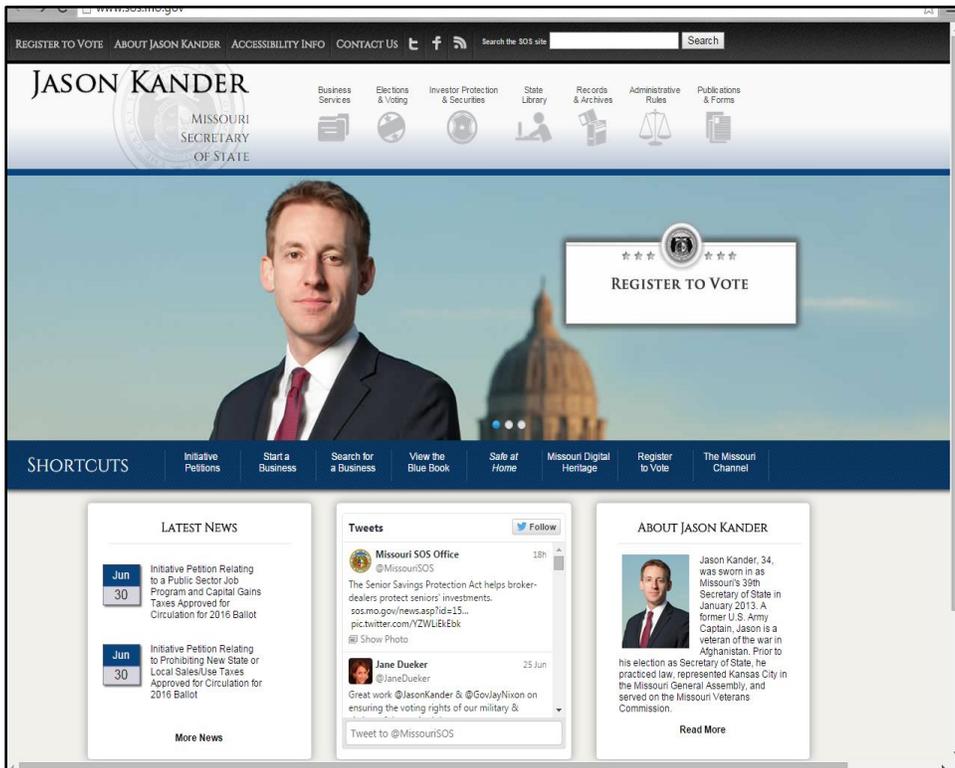
BUSINESS SERVICES
MISSOURI
SECRETARY
OF STATE



This guide is designed to help individuals navigate the Missouri Secretary of State's online business filing system to file an annual report for a for-profit corporation. Corporations are also eligible to file biennial reports (every two years). Please see our guide to filing [biennial reports](#) to determine how you can file on a biennial schedule.

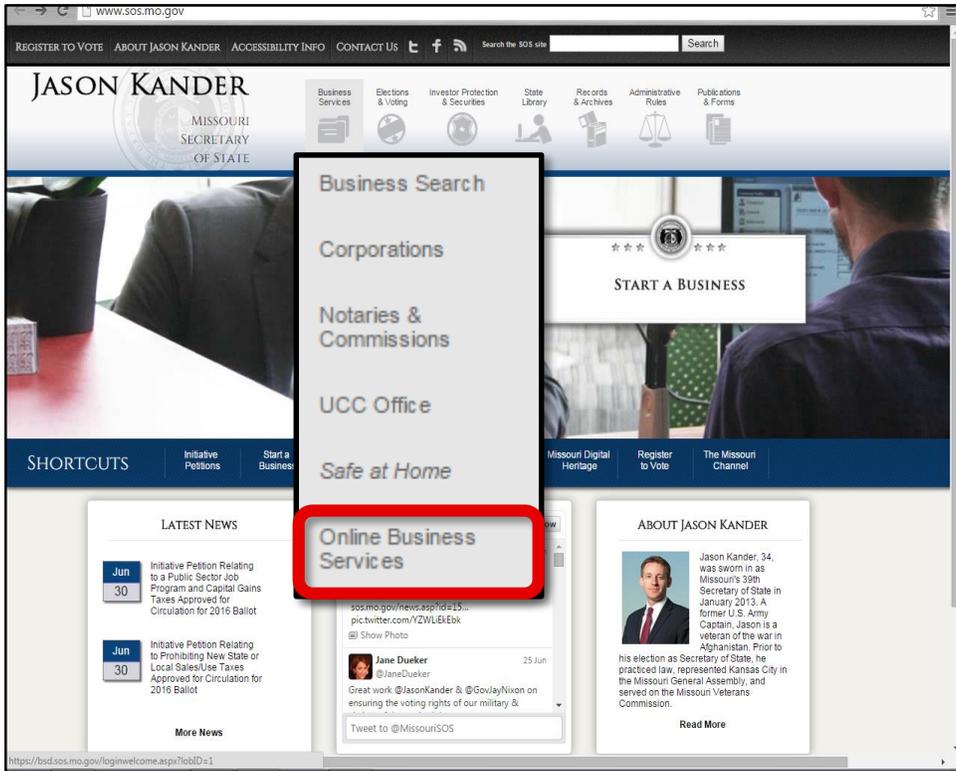
This guide does not provide tax or legal advice. It is only designed to navigate the Missouri Secretary of State's online filing system, and our office always recommends you consult an attorney or accountant regarding questions specific to your business.

Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov if you have any questions about the annual report process.



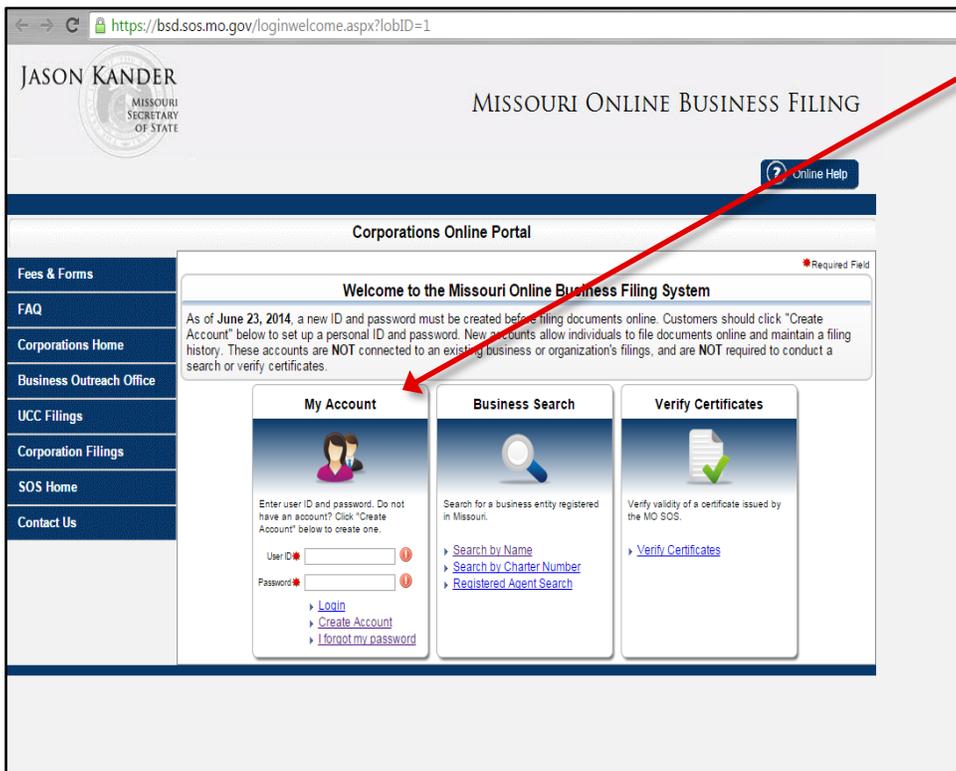
Step 1

Go to <http://www.sos.mo.gov>



Step 2

At the top, under business services, scroll over and from the dropdown menu, select the last option in the drop down titled, “**Online Business Services.**”



Step 3

Log into the online system. Each user must create an individual account. These accounts are unique and are separate from information associated with a business entity. If you already have an account and you know your username and password, you may type them into the appropriate fields and log in.

- If you do not remember your password, select “I forgot my password” and a temporary password will be emailed to you.
- If you do not remember your username you will need to call our office for assistance at 1-866-223-6535 or create a new account.
- If you do not have an account, click “Create Account” to get started.

Step 3 (cont.)

By clicking ‘Create an Account’ you are directed to this screen.

- Enter all the appropriate information into the boxes provided.
- Ensure that all lines with a red star next to them are filled out.
- Make sure to check the box at the bottom that says **“I agree to the Terms and Conditions stated above”** in order to move onto the next step.

Step 4

Under “Other Business Entities (Corps, LLP, etc.)” click **File/Print Registration Report**.

The screenshot shows the 'File Annual/Biennial Report' page on the Missouri Online Business Filing website. The page includes a navigation menu with 'MY ACCOUNT', 'HOME', and 'SEARCH'. A 'Shopping Cart' and 'Online Help' icon are also present. The main content area features a 'File Annual/Biennial Report' section with a 'Required Field' indicator. Below this, there is a 'Charter No.' input field with a red asterisk, a 'FILE ONLINE' button circled in red, and a 'SEARCH BY NAME' button. A 'PRINT BLANK ANNUAL REPORT' button is also visible. A 'Please Note' banner at the bottom states: 'Please Note: A credit card or other electronic payment method is required to complete an online registration report.'

Step 5

Enter your charter number and click **FILE ONLINE** to move onto the next step.

The screenshot shows the 'Gen. Business - For Profit Details as of 7/31/2015' page. The page includes a navigation menu with 'MY ACCOUNT', 'HOME', and 'SEARCH'. A 'Shopping Cart' and 'Online Help' icon are also present. The main content area features a 'Gen. Business - For Profit Details as of 7/31/2015' section with a 'Required Field' indicator. Below this, there is a 'Report Type' dropdown menu with 'Annual Registration Report' selected and circled in red. A 'FILE REG. REPORT' button is also circled in red. The page displays various details for the business, including 'Name(s)', 'Type Gen. Business - For Profit', 'Domesticity', 'Registered Agent', 'Status Good Standing', 'Date Formed 2/8/1989', 'Duration Perpetual', 'Renewal Month January', and 'Report Due 4/30/2015'. A disclaimer at the bottom states: 'The information contained on this page is provided as a public service, and may change at any time. The State, its employees, contractors, subcontractors or their employees do not make any warranty, expressed or implied, or assume any legal liability for the accuracy, completeness or usefulness of any information, apparatus, product or process disclosed or represent that its use would not infringe on privately-owned rights.'

Step 6

Review the current information on file with your business.

- You may click on the Filings, Address, and Contact(s) tabs to view that information.
- In the 'Report Type' Drop down menu, select **Annual Registration Report** and then click **File REG. REPORT** to continue.

GENERAL INFORMATION

Annual Registration Report Fees are as follows:
 \$20.00 if filed on or before the due date shown below
 \$35.00 if filed 1 to 30 days late
 \$50.00 if filed 31 to 60 days late
 \$65.00 if filed 61 to 90 days late

Name: A-1 FACTORING SERVICES, INC.
 BE Type: Gen. Business - For Profit
 Domesticity: Domestic
 Status: Good Standing
 Created: 2/8/1989

Duration: Perpetual
 Change renewal month for a fee of \$25.00

Renewal Month: **January**

Report Due Date: January
 Report Year: February

Last Report Filed on: 4/29/2013

PREVIOUS: NEW FILING NEXT: **PRINCIPAL ADDRESS**

Step 7 (Optional)

Next you have the option to choose a new renewal month. The default month your current renewal month.

NOTE: There is a \$25.00 fee to change the month of renewal.

- To change the month, select a new month from the drop down menu.
- Click **PRINCIPAL ADDRESS** to move onto the next step.

PRINCIPAL ADDRESS

Country: USA

Address Line 1: 14388 Manchester Road

Address Line 2:

City: Manchester

State: MO

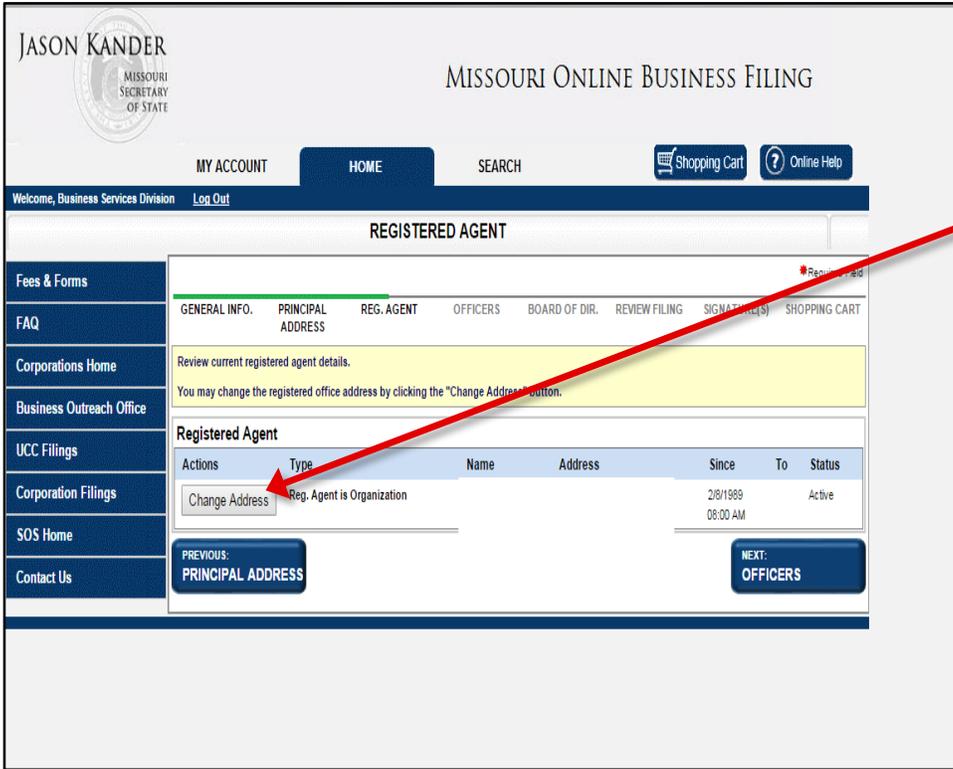
Zip: 63011

PREVIOUS: GENERAL INFO. NEXT: **REG. AGENT**

Step 8

In the Principal Address section, you will see that the address you provided with the original filing (or last report) appears in the relative fields.

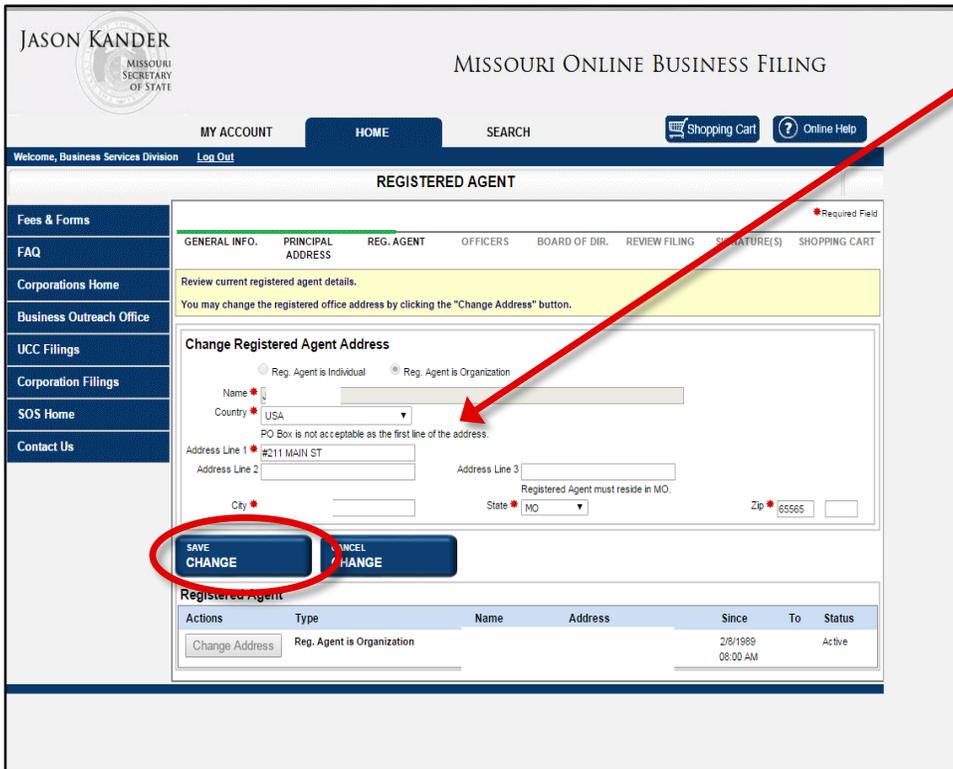
- If you need to make any changes to your address, edit those here.
- When you're finished with your changes, click **REG. AGENT**.



Step 9

Next you can view the registered agent information on file.

- If there have been any changes to the registered agent address you will need to make them here. Any changes to the agent’s name or the agent themselves need to be made in the form of amendments to the articles of incorporation.
- You may click **CHANGE ADDRESS** to make changes.
- If no changes are necessary, click **OFFICERS**.



Step 10 (Optional)

Next you will see fields where you may change the address of your registered agent.

- Fill out the necessary changes and click **SAVE CHANGE**.

Step 11

Next, changes made to the registered agent information appear with a “pending” status.

- Review the information to ensure that it is correct. If you need to fix a mistake, click ‘update’ to go back to the previous screen.
- Click **OFFICERS**.

Step #12

Provide a current list of your officers for your corporation.

- You **MUST** list a President and a Secretary.
- If your officers are the same as the previous filing, you may click **BOARD OF DIR.**
- To add an officer, click **ADD OFFICER**.

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Business Services Division Log Out

OFFICERS

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Review the name and physical address of current officers. Update/add new officers as needed. All officers are to be listed. MUST LIST PRESIDENT AND SECRETARY.

Add Officer

Type Officer is individual

Chairman Assistant Secretary Assistant Treasurer Officer President

Secretary Treasurer Vice President Other

First Name Middle Name Last Name Suffix

Country

PO Box is not acceptable as the first line of the address.

Line 1 Line 2 Line 3

City State Zip

SAVE OFFICER **CANCEL OFFICER**

Officers

Actions	Officers Type	Name	Address	Since	To	Status
No records to display.						

Step 13 (Optional)

By clicking ADD officer, you are prompted to enter in said officer's information.

- Be sure to check the appropriate position box before saving.
- Once you have entered in your officer's information, click **SAVE OFFICER**.

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Business Services Division Log Out

OFFICERS

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Review the name and physical address of current officers. Update/add new officers as needed. All officers are to be listed. MUST LIST PRESIDENT AND SECRETARY.

ADD OFFICER

Officers

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	President	Smith, John	555 Mills Rd Columbia, MO 65201			Active (Pending)

PREVIOUS REG. AGENT **NEXT BOARD OF DIR.**

Step 14

Now you may add other officers or move onto the next step and click **BOARD OF DIR.**

Step 15

You must list at LEAST one director in this section.

- To add a director click **ADD DIRECTOR**.
- click **REVIEW FILING** if a new director does not need to be added.
- Each corporation MUST have at least one director and ALL directors must be listed.

Step 16 (Optional)

Type in the necessary information if a new director needs to be added.

- Be sure to click the “**Director**” box next to the “Type” field so that you can successfully save your director.
- After you’ve entered all the information, click **SAVE DIRECTOR**.

Step 17

- If you need to add another director, click **ADD DIRECTOR** again and repeat the last step.
- If you need to delete a director or update any information, click the related boxes.
- Once you have finished updating your list of directors, click **REVIEW FILING**.

Step 18

- Review all of your information for accuracy.
- If you spot anything that needs to be changed, click the **UPDATE** box next to the section.

Jason Kander
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Business Services Division Log Out

SIGNATURE(S) Required Field

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW/FILING SIGNATURE(S) SHOPPING CART

Enter authorized party or officer signature.

Section 575.060 RSMo

ADD SIGNATURE

Signatures

Actions	Name	Type
Update Delete	John Smith	President

I hereby certify that the information provided on this form is true and correct and by typing my signature below I agree and understand the typed electronic signature shall have the same legal effect as an original signature and is being accepted as such.
Notice: Any false statements made in this report is punishable for the crime of making a false declaration under Section 575.060 RSMO 1986.

PREVIOUS: REVIEW FILING **NEXT: SHOPPING CART**

Step 20

After you've saved your signature information, you will need to ensure that the box at the bottom remained checked and click **SHOPPING CART**.

Jason Kander
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Business Services Division Log Out

Shopping Cart Required Field

SHOPPING CART PAYMENT CORRESPONDENCE

ADD ANOTHER FILING ORDER COPIES/ CERTIFICATES

Shopping Cart

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
Modify Remove from Cart Delete	1	Annual Registration Report	Annual Registration Report Online (D)	1	\$20.00	\$20.00

Total Items: 1 Total Due: \$20.00 plus convenience fee*

A small convenience fee will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

NEXT: PAYMENT

Step 21

In your shopping cart should appear an item titled 'Annual Registration Report' with a fee amount of \$20.00.

- If you are filing late, there will be additional fees.
- Ensure the proper fees are in your cart and click **PAYMENT**.

Payment Information

Your payment total will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

Shopping Cart (1 - Items)
 Select Payment Method
 Subtotal
 Convenience Fee
 Total

The Missouri Secretary of State's Office accepts online payments using a credit card or E-Check (Electronic Bank Draft). E-Check is an easy and secure method that allows you to pay your filing fees or other fees or charges by bank draft.

- **Electronic Bank Draft (E-Check)** - You will need your routing number, checking account number, and your next check number.
- **Debit & Credit Card** - The Secretary of State's Office accepts MasterCard, Discover, Visa, and American Express. Debit cards are accepted and processed as credit cards.

NOTE: By accessing this filing and payment system, the user will be leaving Missouri's website and connecting to the website of Collector Solutions, Inc. The website of Collector Solutions, Inc., is a secure and confidential website.

I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART NEXT: SUBMIT PAYMENT

Step 22

During payment, you will be prompted to select a payment method from the drop down menu.

- The options are "Credit Card" or "Electronic Check."
- There will be a convenience charge of \$1.25 for using a credit card.
- There will be a convenience charge of \$0.50 for using an electronic check.
- **NOTE:** You will need your bank account and routing numbers to use an electronic check.

Payment Information

Your payment total will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

Shopping Cart (1 - Items)
 Select Payment Method * Credit Card
Credit Card Information
 Card Type * Visa
 Credit Card Number *
 CVV *
 What is this?
 Expiration * 01 - Jan 2018
 Name on Card * Jon Barry

Billing Address
 Country * USA
 Street Address *
 City *
 State * MO
 Postal Code *
 Phone *

Subtotal \$65.00
 Convenience Fee \$1.75
 Total \$66.75

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I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART NEXT: SUBMIT PAYMENT

Step 23

- Input all payment information.
- Review the terms and conditions and ensure the box stating "I Agree to the Terms and Conditions stated above." is checked before clicking **SUBMIT PAYMENT.**

Step #24

Lastly, you can view and print your order summary and invoice details.

Step 25 (Optional)

If in the future if you need to go back and print or view filed documents, you may do so by going to the “My Account & Filing History” box from the home page and clicking “Filing History.”

Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov or if you have any questions about the annual reporting process.