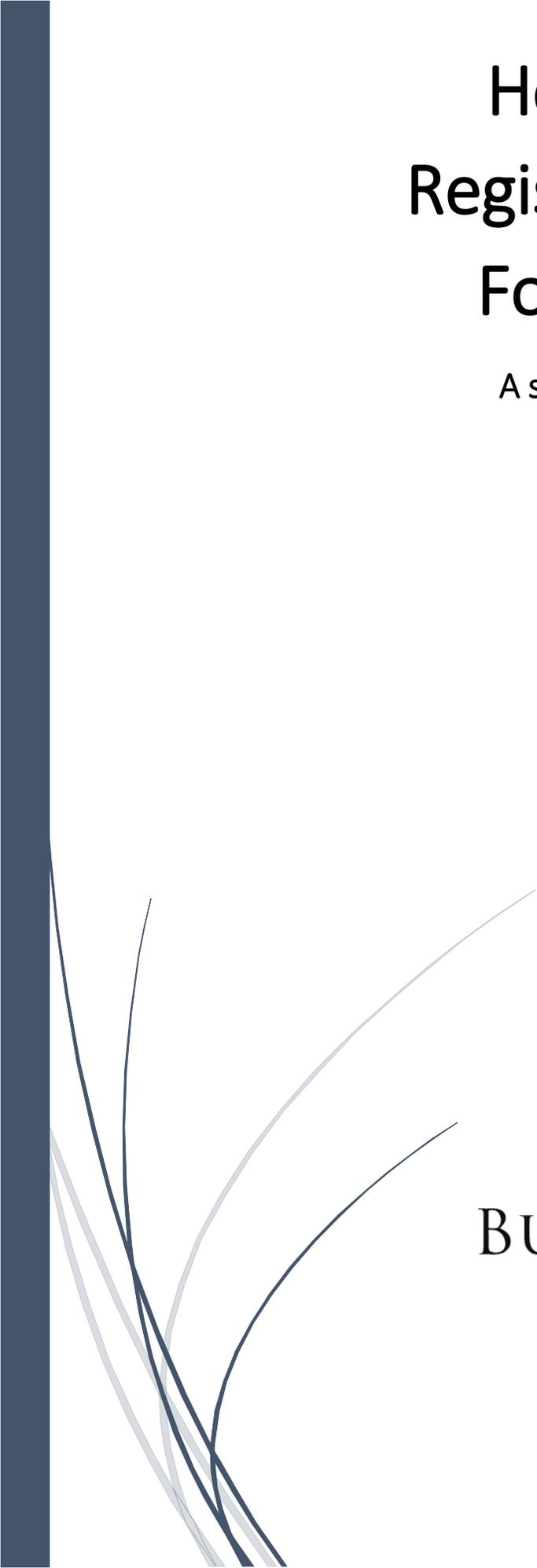


How to File an Annual Registration Report for a For-Profit Corporation

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



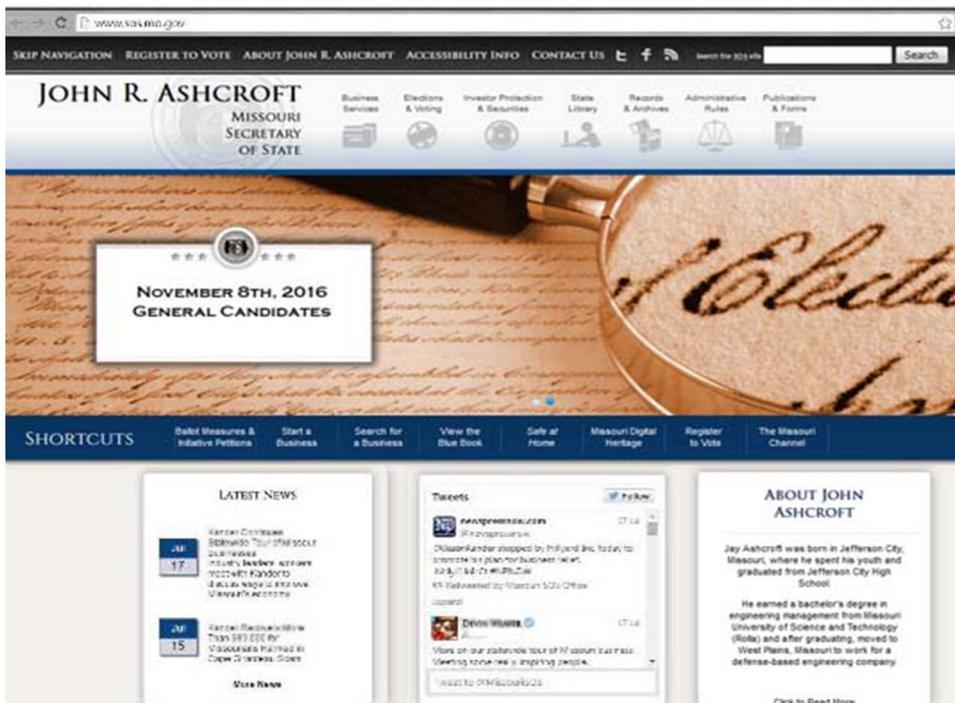
BUSINESS SERVICES
MISSOURI
SECRETARY
OF STATE



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.

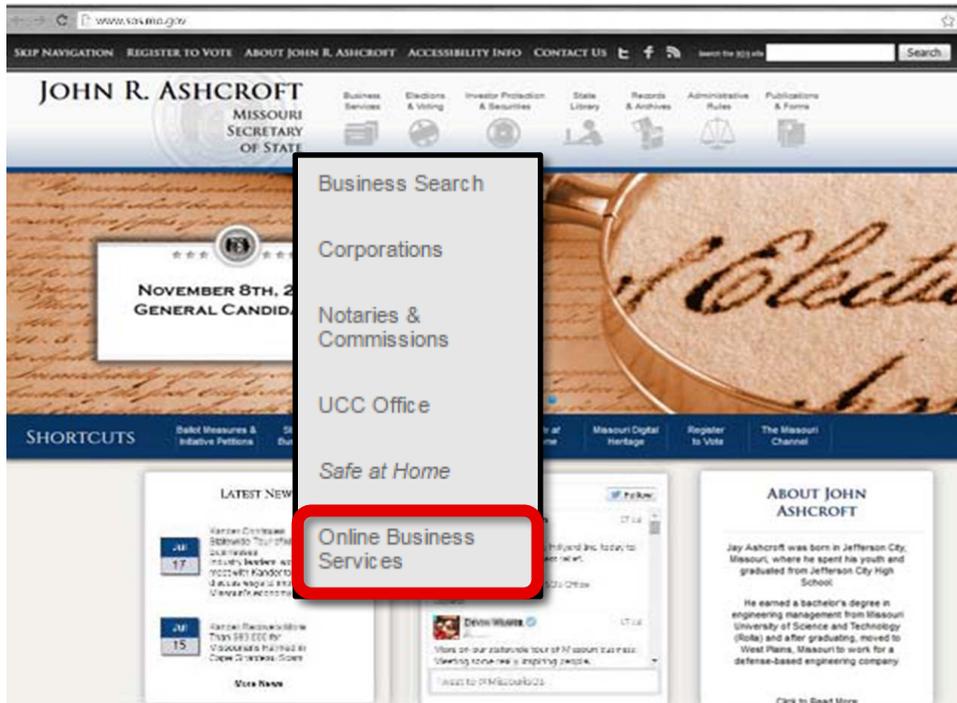
This guide does not provide tax or legal advice. It is only designed to navigate the Missouri Secretary of State's online filing system, and our office always recommends you consult an attorney or accountant regarding questions specific to your business.

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.



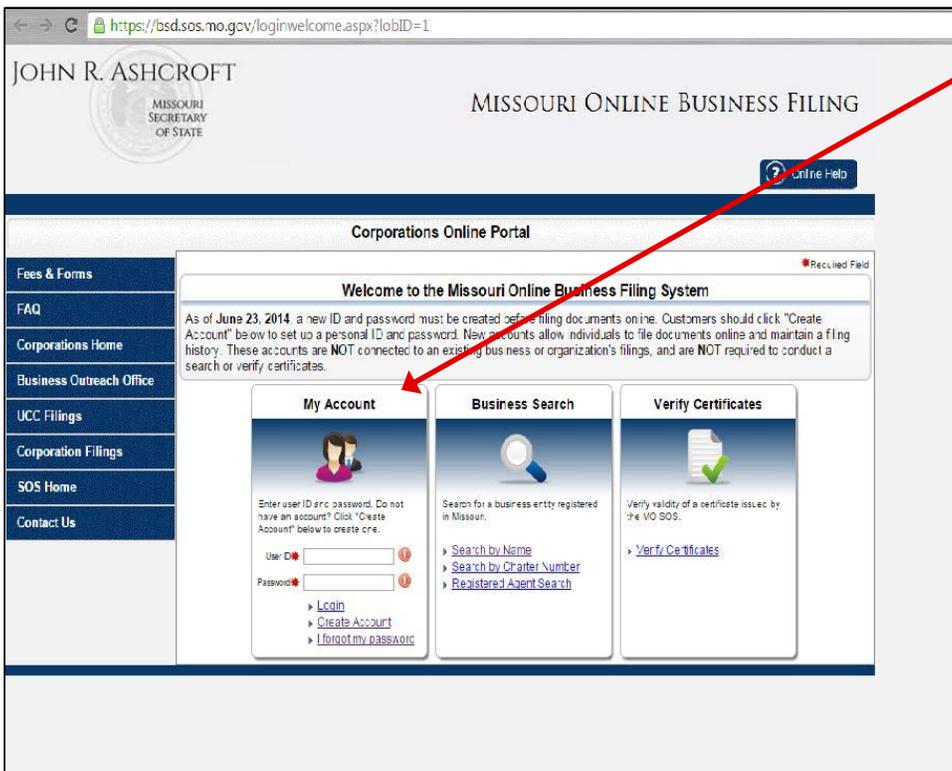
Step 1

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.

MY ACCOUNT Online Help

Create an Online Account

Select a unique User ID and Password. The secretary of state's office recommends you not share your password with others, keep it in a secure location, and change it regularly.

User ID

Password Policy? Password Confirm Password

Security Question

Security Answer

Enter your name and address.

Individual Organization

Last Name First Name Middle Name

Country USA

Address Line 1 Address Line 2 Address Line 3

City State MO County Postal Code

Phone Country Code

Email Address Confirm Email Address

I Agree to the Terms and Conditions stated above.

I Agree to the Terms and Conditions stated above.

CREATE ACCOUNT **CANCEL**

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.

JOHN R. ASHCROFT
MISSOURI SECRETARY OF STATE

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MY ACCOUNT **HOME** **SEARCH** Shopping Cart Online Help

Welcome, Business Services Division [Log Out](#)

CORPORATION

Other Business Entities (Corps, LLP, etc.)

- ▶ Create a Business Entity
- ▶ Amend/Correct/Dissolve
- ▶ Change Reg. Agent/Address
- ▶ **File/Print Registration Report**
- ▶ All Other Business Filings

Step 4

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

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File Annual/Biennial Report

Fees & Forms
FAQ
Corporations Home
Business Outreach Office
UCC Filings
Corporation Filings
SOS Home
Contact Us

Corporations may file registration reports every year (annually), or every two years (biennially). All corporations may file annually. Biennial reports are only available to corporations in even calendar years if the date of incorporation occurred in an even year, and in odd calendar years if corporation incorporated in an odd year. For example, a corporation incorporated in even-numbered year 1994 (or 2012, 1976, etc.) may only file a biennial filing in 2014, 2016, or any other future even-numbered year. A corporation incorporated in odd-numbered year 2005 (or 1995, 2011, etc.) may only file a biennial filing in 2015, 2017, or any other future odd-numbered year.

Online Registration Report Filing Help

Create a New Entity File an Amendment File a Registration Report

Charter No. * **FILE ONLINE**

SEARCH BY NAME

PRINT BLANK ANNUAL REPORT

File: Division, Business Services
222 First St.
Columbia, MO 65202
To change this information update My Account.

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.

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Gen. Business - For Profit Details as of 7/31/2015

Fees & Forms
FAQ
Corporations Home
Business Outreach Office
UCC Filings
Corporation Filings
SOS Home
Contact Us

File Documents - select the filing from the "Filing Type" drop-down list, then click FILE ONLINE.
File Registration Reports - click FILE REGISTRATION REPORT.
Copies or Certificates - click FILE COPIES/CERTIFICATES.

ORDER COPIES/ CERTIFICATES

Select registration report type from the list. **FILE REG. REPORT**

Report Type *
Annual Registration Report
Biennial Registration Report

General Information Filings Address Contact

Name(s)
Type Gen. Business - For Profit
Domesticity
Registered Agent
Status Good Standing
Date Formed 2/8/1989

Duration Perpetual
Renewal Month January
Report Due 4/30/2016

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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.

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GENERAL INFORMATION

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

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 Charter Number 10924439
 Domesticity Domestic
 Status Good Standing
 Created 2/8/1989

Duration Perpetual
 Change renewal month for a fee \$25.00
 Renewal Month January

Report Due Date January
 Report Year February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

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.

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PRINCIPAL ADDRESS

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

Country * USA

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

Address Line 1 * 14388 Manchester Road

Address Line 2

Address Line 3

City * Manchester

State * MO

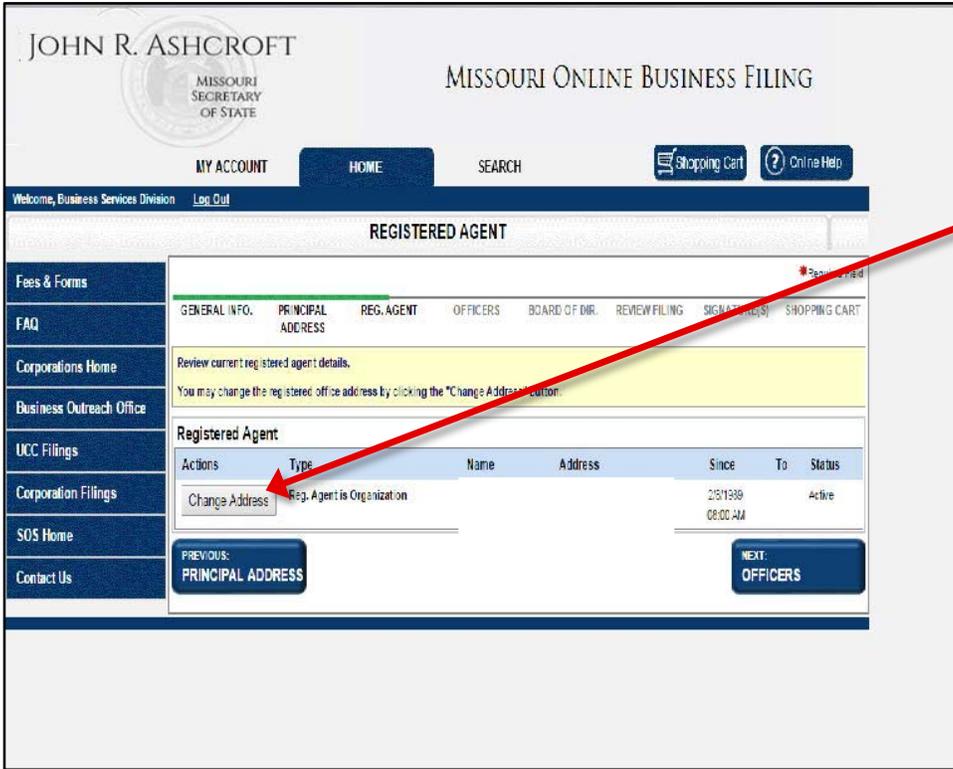
Zip * 63011

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.

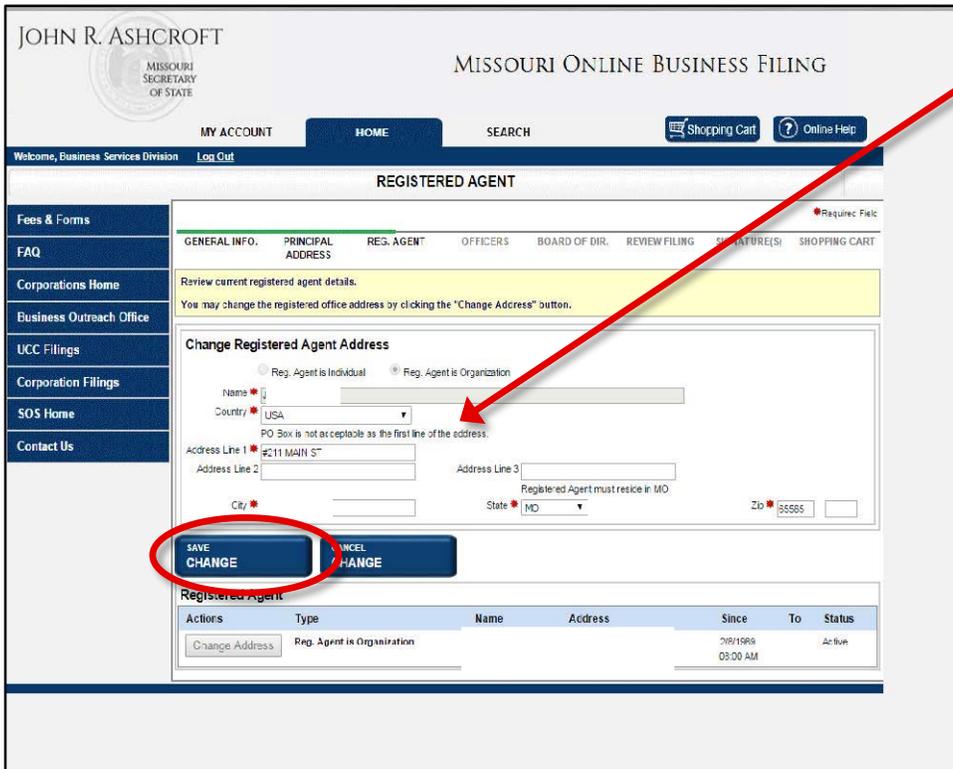
- If you need to make any changes to your address, edit those here.
- When you're finished with your changes, click **REG. AGENT**.



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**.

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REGISTERED AGENT

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

Review current registered agent details.
You may change the registered office address by clicking the "Change Address" button.

Registered Agent:

Actions	Type	Name	Address	Since	To	Status
Update	Reg. Agent is Organization					Active (Pending)
Delete						
	Reg. Agent is Organization			2/8/1993	08:20 AM	Inactive (Pending)

PREVIOUS: PRINCIPAL ADDRESS NEXT: OFFICERS

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**.

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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
No records to display						

PREVIOUS: REG. AGENT NEXT: BOARD OF DIR.

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**.

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**.

Step 14
Now you may add other officers or move onto the next step and click **BOARD OF DIR.**

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

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**.

BOARD OF DIRECTORS

Review the name and physical address of the Board of Directors. All Directors are to be listed. MUST LIST AT LEAST ONE DIRECTOR.

ADD DIRECTOR

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	Director	Smith, John	555 Mills Rd Columbe, MO 65221			Active (Pending)

PREVIOUS OFFICERS **NEXT REVIEW FILING**

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**.

REVIEW FILING

Upon successful completion of this filing, your next registration report will be due by: 4/30/2016. Review the filing information carefully. You may edit any information prior to proceeding to the signature page. Please note that you must check the acknowledgement box before moving to the next page.

PREVIOUS: BOARD OF DIR. **FILING** **NEXT: SIGNATURE(S)**

Update **GENERAL INFORMATION**

Name: [REDACTED]
 BE Type: Gen. Business - For Profit
 Domesticity: Domestic
 Status: Good Standing
 Created: 2/8/1989
 Duration: Perpetual
 Renewal Month: January
 Report Due Date: 4/30/2015
 Last Report Filed on: 4/29/2013
 Report Year: 2015
 Email Address (Optional): [REDACTED]

Update **PRINCIPAL ADDRESS**

Country: [REDACTED]
 Address Line 1: [REDACTED]
 Address Line 2: [REDACTED] Address Line 3: [REDACTED]
 City: Manchester State: MO Zip: 63011

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.

REGISTERED AGENT

Type	Name	Address	Since	To	Status
Reg. Agent is Organization					Active (Pending)

OFFICERS

Officers Type	Name	Address	Since	To	Status
President	Smith, John	555 Mills Rd Columbia, MO 65201			Active (Pending)
Secretary	Smith, Jane	111 Main St. Columbia, MO 65203			Active (Pending)

BOARD OF DIRECTORS

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

I acknowledge that the information provided above is true and correct.

PREVIOUS: BOARD OF DIR. SAVE FILING NEXT: SIGNATURE(S)

Step 18 (cont.)

Once you've ensured all the information is correct and up to date, click the box stating "I acknowledge that the information provided above is true and correct".

Click **SIGNATURE(S)** to move onto the next step.

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SIGNATURE(S)

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

Enter authorized party or officer signature.

Section 575.030 RSMo

Add Signer

First Name: John Middle Name: Last Name: Smith Suffix: Title: Type: Save Cancel

Signatures

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 1936.

Step 19

- To sign the document, you must enter in the person's information who has been authorized to sign on behalf of your business, and select the appropriate title from the drop down menu.
- The individual signing the filing must check the box stating "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".

• Then click **SAVE**.

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SIGNATURE(S) Required Field

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

Enter authorized party or officer signature.

Section: 575.060 RSMo

ADD SIGNATURE

Signatures

Actions	Name	Type
Update	John Smith	President
Delete		

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 1985.

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**.

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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	1	Annual Registration Report	Annual Registration Report Online (D)	1	\$20.00	\$20.00
Remove from Cart						
Delete						

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**.

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MISSOURI SECRETARY OF STATE

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Payment Information

SHOPPING CART PAYMENT CORRESPONDENCE

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

Select
Select
Credit Card
Electronic Check

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 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.

JOHN R. ASHCROFT
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jonathan Barry Log Out

Payment Information

SHOPPING CART PAYMENT CORRESPONDENCE

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

Card Number

CVV

What is this?

Expiration 01 - Jan 2010

Name on Card Jon Barry

Billing Address

Country USA

Street Address

City

State MO

Postal Code

Phone

Subtotal \$66.00

Convenience Fee \$1.75

Total \$67.75

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 secure and confidential website.

I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART

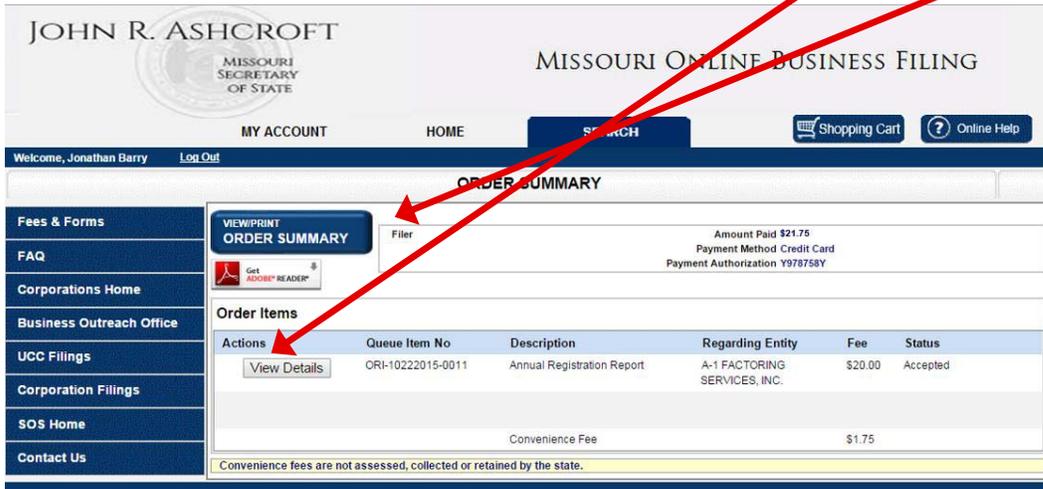
NEXT: SUBMIT PAYMENT

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.**

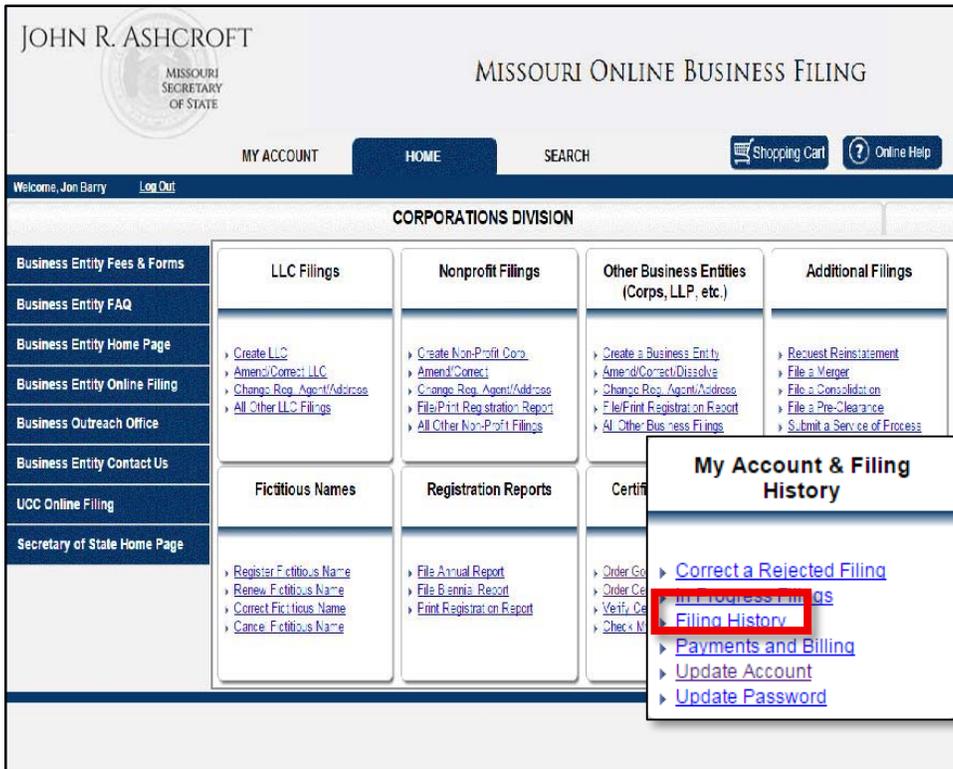
Step #24

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.