

Step By Step Guide – Filing Annual Reports Online

Connecticut law requires the following domestic (Connecticut) and foreign (outside Connecticut) business entities to file annual reports: Limited Liability Companies, Stock Corporations, Non-Stock Corporations, Limited Liability Partnerships, and Limited Partnerships.

No financial information is required in the report and a report is required even if the entity is not generating revenue/profit or is tax exempt (e.g., 501(c) 3). If an entity fails to file its annual report, the Secretary may [administratively dissolve](#) the entity. If you wish to dissolve the entity, need to change your registered agent or your business name, please see our [frequently asked questions](#).

The fee for the annual report filing is **NOT** the **Business Entity Tax/BET/OP424**. The [Business Entity Tax](#) is collected by the CT Department of Revenue Services every two years (\$250). Questions about the BET should be made with the DRS (860-297-5962).

ANNUAL REPORT FILING FEES		
Entity Type	Domestic (CT)	Foreign (outside CT)
Limited Liability Company	\$20	\$20
Stock Corporation	\$150	\$435
Non-Stock Corporation	\$50	\$50
Limited Liability Partnership	\$20	\$20
Limited Partnership	\$20	\$20

- Go to ct.gov/annualreport and select “File Annual Report Online”
- Read Terms and Conditions, then “Click to Acknowledge”. Note: all documents filed with our office, including annual reports, are filed under penalty of false statement. All information must be true and accurate to the best of your knowledge.



The Office of
Secretary of the State Denise W. Merrill



IMPORTANT NOTICE REGARDING ONLINE FILING

It is very important that you select the proper entity for which to file. Many entities have similar names, so you should take care to file only for the proper entity when attempting to file.

IT IS ILLEGAL TO KNOWINGLY SUBMIT A DOCUMENT OR ELECTRONIC FILING ON BEHALF OF A REGISTERED ENTITY WITHOUT THE ENTITY'S AUTHORITY TO DO SO.

See Connecticut General Statutes §§33-616 and 34-109:

Sec. 33-616. Penalty for signing false document. A person who signs or otherwise executes* a document he knows is false in any material respect with intent that the document be delivered to the Secretary of the State for filing shall be subject to the penalty for false statement under section 53a-157b.

Sec. 34-109. Execution of documents. (a) Unless otherwise specified in any other section...any document required...to be filed with the Secretary of the State shall be executed*... (d) the execution of any such document shall constitute an affirmation under the penalties of false statement by the person signing the document that the facts stated therein are true.

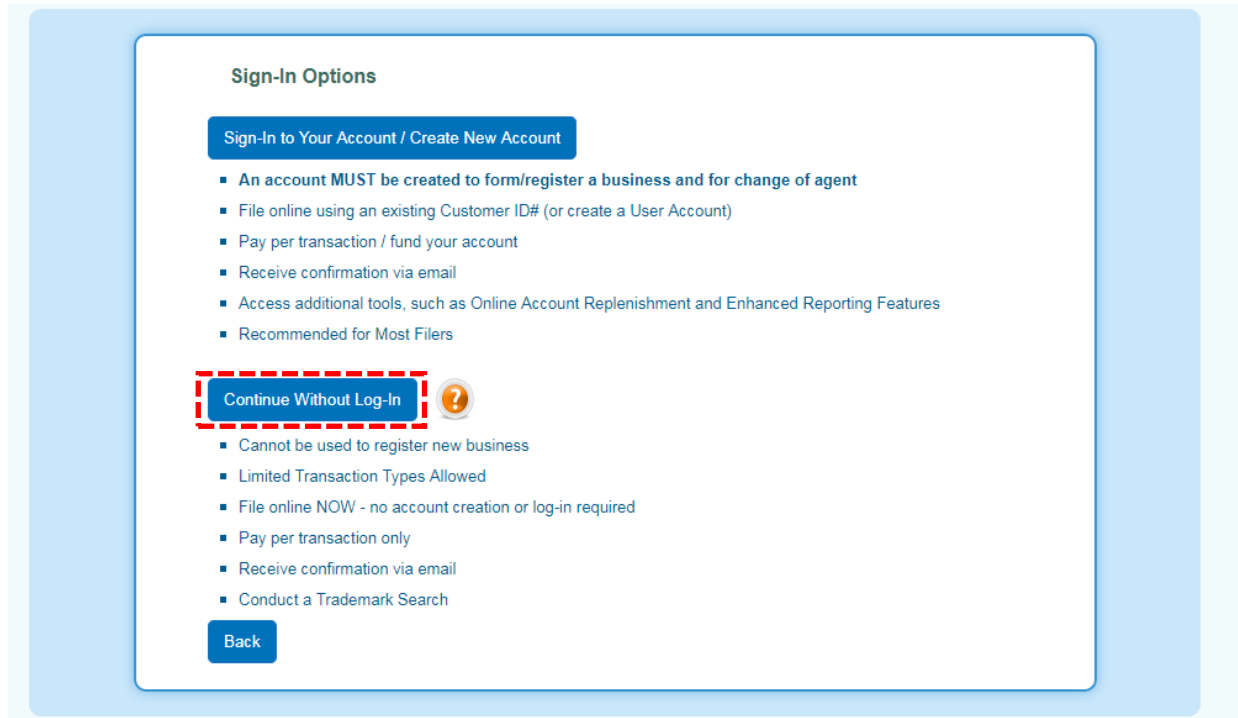
*** Online filing requires electronic signature/execution.**

NOTE: A confirmation of every online filing is delivered to each entity at its email address of record. Please monitor your emails from The Secretary of the State to detect and prevent fraud.

[Click To Acknowledge](#)

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Click on “Continue Without Log-in”. Note: “continue without log-in” is a feature available for annual report filers as a way to expedite the transaction. Other filing types require a customer account. If you have a customer account, you may use it to file your annual report.



Sign-In Options

Sign-In to Your Account / Create New Account

- An account **MUST** be created to form/register a business and for change of agent
- File online using an existing Customer ID# (or create a User Account)
- Pay per transaction / fund your account
- Receive confirmation via email
- Access additional tools, such as Online Account Replenishment and Enhanced Reporting Features
- Recommended for Most Filers

Continue Without Log-In 

- Cannot be used to register new business
- Limited Transaction Types Allowed
- File online NOW - no account creation or log-in required
- Pay per transaction only
- Receive confirmation via email
- Conduct a Trademark Search

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- Type in your name, address & e-mail address, then click “Continue”. The “Customer Name” should be the name of the person making the filing. Note: Leave “Country” blank if using a United States address. If your browser has auto-filled the data it may have entered “United States” automatically. To correct, select the blank space at the top of the drop down menu.

Express Customer Filing

Customer Name:*

Email Address:* (e.g. john@gmail.com)

Street Address:*

City:*

State:*

Country:

Zip:

* Fields are mandatory.

- Select “File Annual Reports”

DENISE W. MERRILL
CONNECTICUT SECRETARY OF THE STATE

Customer Name: [REDACTED] Account Balance: [REDACTED]

Online Services

- ▶ **File Annual Reports**
- ▶ Business Formation (Domestic / Connecticut)
- ▶ Business Registration (Foreign / Outside Connecticut)
- ▶ File UCC Lien
- ▶ Agent Address Change
- ▶ Interim Notice
- ▶ Inbox
- ▶ Agent Change
- ▶ Name Reservation
- ▶ Agent Resignation
- ▶ Reservation Cancellation
- ▶ Transfer of Reserved Name
- ▶ Dissolution / Withdrawal / Cancellation
- ▶ Business Address Change
- ▶ Business Email Address Change
- ▶ Organization and First Report
- ▶ Replenish Account Balance
- ▶ Get Certificate of Legal Existence
- ▶ Verify Legal Existence Certificate
- ▶ UCC Reports
- ▶ Reprint Receipts

Inquiries ▼
Personalization ▼
Transaction Details ▼
Help ▼
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Welcome CDRAKE







What would you like to accomplish today?

- **File Annual Reports**
- File UCC Lien
- Get Certificate of Legal Existence
- Agent Address Change
- File a Dissolution / Withdrawal / Cancellation
- Interim Notice
- Business Formation
- Trademark Search

***** IMPORTANT *****
EFFECTIVE JULY 1, 2017 NEW LIMITED LIABILITY COMPANY LAW. THE UNIFORM LIM
https://www.cga.ct.gov/current/pub/chap_613a.htm

- Type in Business Name or Business ID, then click “Search Business”

File Annual Reports

 →  →  →  →  → 

Search Business Select Business Principal Maintenance Payment Review Status

Search for Business

Business Name:

Business ID:

A wild card search can be done on Business Names using the asterisk symbol *.
Example: Search for Business Name **Hartford***.
Result: Businesses containing **Hartford** will be displayed.

- The business information will display and should show as “Active”, then click “Continue”. Note: if the entity status is other than active, an annual report cannot be filed.

File Annual Reports

Search Business → Select Business → Principal Maintenance → Payment → Review → Status

Select Business

Selection Criteria

Business Name: **example business llc** Business ID: _____

Total Number of Records : 1

#	Business ID	Business Name	Agent Name	Principal Name and Title	Status	Select
1	1225237	EXAMPLE BUSINESS LLC	JOHN DOE	JOHN DOE MEMBER	Active	<input type="checkbox"/>

Note: Please select an active business and click "Continue" to proceed.

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- The next screen will show report year(s) requiring filing. Click “Continue”. If you see more than one year here, then more than one annual report is due. You must file annual reports for previous years, before filing your current year’s annual report.

Following annual report filing(s) are due for **EXAMPLE BUSINESS LLC** (Business ID: 1225237)

Select	Year	Amount
<input checked="" type="radio"/>	2017	\$20.00
<input type="radio"/>	2018	\$20.00

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- The Mailing & Principal Office addresses for your business will show. This is your opportunity to update this information if necessary. Note that mailing address may be a PO Box, but principal office address may not. Please also review and confirm the email address on record. Official correspondence from this office will be sent to that email address, including future annual report reminders.
- Check the E-Mail Address Box and enter E-Mail Address, then click “Continue”

File Annual Reports

Search Business → Select Business → Principal Maintenance → Payment → Review → Status

Business Details

Business Information	
Name of Corporation:	EXAMPLE BUSINESS LLC
Business ID:	1225237
Report Due Month and Year:	March, 2018
Filing Fee:	\$20.00
Mailing Address	
Street Address 1:*	123 MAIN STREET
Street Address 2:	
Street Address 3:	
City:*	HARTFORD
State:*	CONNECTICUT
Zip:	06666
Country:	
Principal Office Address	
Street Address 1:*	123 MAIN STREET
Street Address 2:	
Street Address 3:	
City:*	HARTFORD
State:*	CONNECTICUT
Zip:	06666
Country:	
I hereby certify and state, under penalties of false statement that all of the information set forth on this annual report is true. I hereby electronically sign this report.	
Name of Authorizer:*	
(This acts as your signature)	Capacity of Authorizer:*
I would like to get a reminder when my next annual report is ready for filing.	
Email Address:*	CHRIS.DRAKE@CT.GOV

[*] Indicates Required Field

Continue Back

- Your full name
- Your authority for filing this annual report for this business (e.g., “member” or “manager” or “director”). LLC annual reports may be filed by an “authorized person.” Corporation annual reports must be filed by an officer or director.

- (LLC's & Corporations only) this screen will show the name(s) of the principal(s) of the business.

If you want to edit the information for an individual, click on their name to open their information. Make any necessary changes, and then click "Save".

Select Principals to Delete	Seq. No.	Principal Name	Principal Title	Business Address	Residence Address
Delete	1	JOHN DOE	MEMBER	123 MAIN STREET, HARTFORD, CT, 06666	444 PINE STREET, GLASTONBURY, CT, 06555

Showing 1 - 1 of 1

Note: Please update the principal details you wish to report.
**** Click on the Principal Name to update titles and addresses ****

Note: Please click "Continue" to go to the next screen.

Add Principals Continue Back

If a listed principal is no longer a principal, select "Delete"

To add a principal, select "Add Principals"

When all changes have been made to the principal(s), click "Continue"

Note: "Principal" is a member or manager of an LLC and an officer or director of a corporation (both stock and non-stock)

- If you have a customer account balance, you may “Pay using My Account.” Otherwise, enter Credit Card Information (MasterCard, Visa, American Express and Discover are valid forms of payment), then click “Pay Securely Using Card”

File Annual Reports

Payment Information

You can pay the transaction fee from your Account, The details of which are below.

Customer ID	Customer Name	Customer Account Balance
██████████	██████████	██████████

Note: An Amount of \$20.00 will be deducted from your Account towards the transaction Fees.

OR you can pay for the transaction fee using Credit Card.

Currently our website accepts **VISA, AMEX, DISCOVER and MASTER CARD only**

Note: Please click "Pay using My Account" button at the top to use the money on account.

Credit Card Information		Billing Address	
Credit Card Number.* <small>(spaces are not allowed)</small>	<input type="text"/>	Street Address.*	<input type="text"/>
Name on Credit Card.*	<input type="text"/>	City.*	<input type="text"/>
Expiration Date.* Month: <input type="text"/> Year: <input type="text"/>		State.*	<input type="text"/>
Security Code.* More Information?	<input type="text"/>	Zip.*	<input type="text"/>
		Country:	<input type="text" value="United States"/>

[*] Indicates Required Field

- If you need to make changes, make them now. You cannot change your annual report after it is filed. If you are done, select “File Annual Report”. The next two pages will confirm your filing and provide the filing number for your annual report. You will receive an email receipt from SOTS.businessfiling@ct.gov.

Review for Business Filing

The information provided in the Annual Report must be current as of the date submitted. There is a civil penalty for untrue statements or omitted material facts.

Your Payment has not yet been processed. You will only be charged after you click the "File Annual Report" button

[File Annual Report](#) [Back](#)

Business Details		Edit Business Info
Name of Corporation:	EXAMPLE BUSINESS LLC	
Business ID:	1225237	
Report Due Month and Year:	March, 2018	
Filing Fee:	\$20.00	
Principal Information		Edit Principal Info
Principal 1:	JANE DOE, MANAGER	
Payment Information		Edit Payment Info
Customer ID:	██████████	
Customer Name:	██████████	
Account Balance:	██████████	
Filing Fee:	\$20.00	

[File Annual Report](#) [Back](#)

Filing Status

Annual Report has been Successfully filed for EXAMPLE BUSINESS LLC

(Business ID: 1225237) for the year 2018. The Filing Number is 0005837855.

[Continue](#)