

Annual Report for filing year _____ (enter the CURRENT calendar year) for Limited Liability Companies (per WV Code 59-1-2a)

Important Note: This form is a public document. Please DO NOT provide any personal identifiable information on this form such as social security numbers, bank account numbers, credit card numbers, or driver's license numbers.

- 1. Name of the Organization:
2. Incorporation or Qualification Date: In which state:
3. Tax ID #: County: County Code*: Business Class Code*:
4. Principal Office Address: Address 1: Address 2: City: State: Zip Code:
5. Principal Mailing Address: Address 1: Address 2: City: State: Zip Code:
6. Name and Mailing Address of person (agent) to whom notice of legal process may be sent, if any: Name: Address 1: Address 2: City: State: Zip Code:

*If new agent, furnish new agent's signature: _____

7. Business E-mail Address where business correspondence may be sent: _____

8. Website address of the business, if any (ex: yourdomainname.com): _____

9. Total number of employees: _____

10. Total number of West Virginia residents: _____

11. Is this a minority owned business? Yes No Decline to answer

12. Is this a woman owned business? Yes No Decline to answer

13. Do you own or operate more than one business in West Virginia? Yes * Answer a. and b. below. No Decline to answer

If "Yes"... a. How many businesses? b. Located in how many West Virginia counties?

14. Veteran Employees and Veteran Owner Information:

a. Does your organization employ individuals who are United States Armed Forces veterans? Yes* No Decline to answer

* If "Yes," enter the total number of veterans it employs.

b. Is(Are) the owner(s) of the organization a United States Armed Forces veteran(s)? Yes No Decline to answer

**** IMPORTANT **** In the following sections (items #15 OR #16), answer ONLY the item which applies to your entity type, either MEMBER-MANAGED OR MANAGER-MANAGED, NOT BOTH. If you are unsure which type the LLC is registered as, please contact the West Virginia Secretary of State's Office Business and Licensing Division for further assistance at 1-877-826-2954 or 304-558-8000 to determine its management structure

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Rev. 9/12/2018

15. **MEMBER Information:** Complete this section **ONLY** if you were set up as a **MEMBER-managed** company. List the name and address of each member having signature authority to sign filings (attach additional page if necessary):

<u>Member Name</u>	<u>No. & Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

... **OR** ...

16. **MANAGER Information:** Complete this section **ONLY** if you were set up as a **MANAGER-managed** company. List the name and address of each manager having signature authority to sign filings (attach additional page if necessary):

<u>Manager Name</u>	<u>No. & Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17. **REPORT MUST BE SIGNED** for the organization by a: (1) **MEMBER** of a **member-managed** company OR (2) a **MANAGER** of a **manager-managed** company.

Signature: _____ Date: _____
 Title/Capacity of signer: _____ Phone: _____

FILING FEE: If paid by **JULY 1** deadline **\$25**
 If paid **after JULY 1** deadline . . . **\$75** (includes **\$50 late fee**)

MAKE CHECK, MONEY ORDER, OR CASHIER'S CHECK PAYABLE TO: West Virginia Secretary of State

MAIL COMPLETED REPORT AND PAYMENT TO ONE OF THE BUSINESS CENTERS BELOW:

<p>Charleston Office One-Stop Business Center 13 Kanawha Blvd. West Suite 201 Charleston, WV 25302 Phone: (304) 558-8000 Fax: (304) 558-8381 Hours: Mon. - Fri. 8:30a - 5:00p EST</p>	<p>Clarksburg Office North Central WV Business Center 153 West Main Street Suite G- Third Floor Clarksburg, WV 26301 Phone: (304) 367-2775 Fax: (304) 627-2243 Hours: Mon. -Fri. 9:00a - 5:00p EST</p>	<p>Martinsburg Office Eastern Panhandle Business Center 229 E. Martin Street Martinsburg, WV 25401 Phone: (304) 356-2654 Fax: (304) 260-4360 Hours: Mon. - Fri. 9:00a - 5:00p EST</p>
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