

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

1. Name of the Organization: \_\_\_\_\_

2. Incorporation or Qualification Date: \_\_\_\_\_ In which state: \_\_\_\_\_

3. County: \_\_\_\_\_ County Code\*: \_\_\_\_\_ Business Class Code\*: \_\_\_\_\_

\*If you do not know the codes, you may leave the above sections blank.

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. Designated Office Address

Address 1: \_\_\_\_\_
Address 2: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

7. 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: \_\_\_\_\_

8. Business E-mail Address where business correspondence may be sent: \_\_\_\_\_

9. Website address of the business, if any (ex: yourdomainname.com): \_\_\_\_\_

10. Total number of employees: \_\_\_\_\_

11. Total Number of West Virginia Residents: \_\_\_\_\_

12. Is this a minority owned business? [ ] Yes [ ] No [ ] Decline to answer

13. Is this a woman owned business? [ ] Yes [ ] No [ ] Decline to answer

14. 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? \_\_\_\_\_

15. 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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16. 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):

Table with 5 columns: Member Name, No. & Street Address, City, State, Zip Code. Includes four rows of blank lines for data entry.

... OR ...

17. 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):

Table with 5 columns: Member Name, No. & Street Address, City, State, Zip Code. Includes two rows of blank lines for data entry.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Capacity of signer: \_\_\_\_\_ Phone: \_\_\_\_\_

FILING FEE: If paid by JUNE 30 deadline . . . . . \$25
If paid after JUNE 30 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:

**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

**Clarksburg Office**

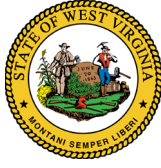
**North Central WV Business  
Center**

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

**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



West Virginia Secretary of  
 State Business & Licensing  
 Division Tel: (304)558-8000  
 Fax: (304)558-8381  
 Website: www.wvsos.gov

**CUSTOMER ORDER REQUEST**

INCLUDE THIS FORM WITH YOUR FILING

Name of Business on Filing: \_\_\_\_\_

**Contact for Filing:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Order Description: Please Identify the type of filing or request being made.

**EXPEDITING SERVICE OPTIONS\***

- Standard (5-10 business days) - No additional cost
- In-Person Same Day -\$25 in addition to filing fee
- Next Business Day - \$25 in addition to filing fee
- 2 Hour - \$250 in addition to filing fee
- 1 Hour - \$500 in addition to filing fee

**Expediting Service is NOT AVAILABLE for:**

- Dissolutions / Withdrawals of Corporations, Voluntary Associations, or Business Trusts
- Credit Service Organization Registrations
- Trademark Filings
- Sole Proprietor / General Partnership Trade Names

\*Fees apply to each business. Time frame Indicates when the filing will be completed and registered in the Secretary of State database.

**Return Information:**

Method of Return:

- Hold for Pick Up
- Email: \_\_\_\_\_
- Specialty Carrier (Please provide return envelope & prepaid label)
- USPS Mail (standard)

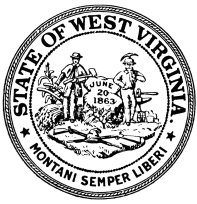
Attention: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Please Mail Filing to Any Secretary of State Hub Office**

<p><b>WV One Stop Business Center</b>          13 Kanawha Blvd. W.          Suite 201          Charleston, WV 25302</p>	<p><b>North Central WV Business Hub</b>          153 West Main Street          Suite G - Third Floor          Clarksburg, WV 26301</p>	<p><b>Eastern Panhandle Business Hub</b>          229 East Martin Street          Martinsburg, WV 25401</p>
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Secretary of State  
Capitol Building Charleston,  
WV 25305 Phone: (304)  
558-6000 Website:  
sos.wv.gov

## Next Business Day, 2-Hour, and 1-Hour Expedite Service Guidelines

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### NEXT BUSINESS DAY EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your **"24-HOUR EXPEDITE"** request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling is \$25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

**Time Constraints:** Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

### 2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

### 1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

**1-Hour and 2-Hour Time Constraints:** Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgment (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

**The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.**