

**Annual Report for fiscal year \_\_\_\_\_ (enter the CURRENT calendar year) for  
Limited Liability Companies (per WV Code 59-1-2a)**

**Beginning July 1, 2026, businesses that have filed annual reports on time for at least 5 years may be eligible to apply for biennial reporting.** Please visit [Onestop.wv.gov](http://Onestop.wv.gov) to complete your annual report filing and elect to file biennial reports going forward.

**Important Note:**

**DO NOT provide any personal identifiable information on this form.**

This form is a public document.

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 code, you may leave the above sections blank.

4) Principal Office Address: Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

5) Principal Mailing Address (if different from Principal Office): Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

6) WV Designated Office Address (if applicable): 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 resident employees: \_\_\_\_\_

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 ☐ No ☐ Decline to Answer

If "Yes"...

a. Number of businesses: \_\_\_\_\_

b. Number of West Virginia counties they operate in: \_\_\_\_\_

15) Is the LLC a Series Limited Liability Company having one (1) or more designated protected series limited liability company, or companies registered under it? ☐Yes\* ☐ No

\*If "Yes," in accordance with WV Code §31B-14-206, you must include the name of each protected series of the company in the section below. Attach additional sheet(s) if needed.

Protected Series: \_\_\_\_\_

Protected Series: \_\_\_\_\_

Protected Series: \_\_\_\_\_

Protected Series: \_\_\_\_\_

16) 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", 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

17) List the name and address of all members (attach additional page if necessary) or, if manager-managed, list the name and address of all managers.

| Name  | Mailing Address | City  | State | Zip Code |
|-------|-----------------|-------|-------|----------|
| _____ | _____           | _____ | _____ | _____    |
| _____ | _____           | _____ | _____ | _____    |
| _____ | _____           | _____ | _____ | _____    |
| _____ | _____           | _____ | _____ | _____    |

**18) REPORT MUST BE SIGNED** for the organization by a Member or a Manager if the LLC is a manager-managed company.

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

**Capacity:** \_\_\_\_\_ **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:

|                                                                                                                                                                                         |                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Charleston Office<br/>One-Stop Business Center</b><br>13 Kanawha Blvd. West<br>Suite 201<br>Charleston, WV 25302<br>Phone: (304) 558-8000<br>Hours: Mon. - Fri. 8:30a - 5:00p<br>EST | <b>Clarksburg Office<br/>North Central WV Business Center</b><br>153 West Main Street<br>Suite G- Third Floor<br>Clarksburg, WV 26301<br>Phone: (304) 367-2775<br>Hours: Mon. -Fri. 9:00a - 5:00p<br>EST |
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West Virginia Secretary of  
State Business & Licensing  
Division Tel: (304)558-8000  
Fax: (304)558-8381  
Website: [www.wvsos.gov](http://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.

|                                          |
|------------------------------------------|
| <br><br><br><br><br><br><br><br><br><br> |
|------------------------------------------|

### 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: \_\_\_\_\_

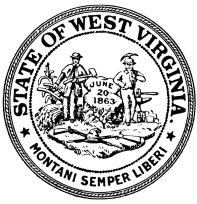
Street: \_\_\_\_\_

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

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

**WV One Stop Business Center**  
13 Kanawha Blvd. W.  
Suite 201  
Charleston, WV 25302

**North Central WV Business Hub**  
153 West Main Street  
Suite G - Third Floor  
Clarksburg, WV 26301



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.**