

FILING REQUIREMENTS REMINDERS

www.maine.gov/sos/cec/corp/helpful.html

Corporate Reporting and Information Section (207) 624-7752
Corporate Examining Section (207) 624-7740

Once your legal entity has been accepted for filing by the Secretary of State's office, it is important that you keep the following filing requirements in mind.

ANNUAL REPORT FILING:

- If your entity was filed new with this office on any date from **January 1st through December 31st**, you will be required to file an annual report.
- Your annual report will be **due on or before June 1st of the following year**.
- Annual report filing information is mailed as a courtesy to the clerk/registered agent that is on file with this office. However, it is still the entity's responsibility to file the annual report whether or not our office mails a reminder to the entity.
- This report is required to be filed every year in order to maintain a good standing status with this office.
- You may file annual reports online, by visiting **www.sosonline.org**, click on Interactive Corporate Services and choose "Annual Reports Online". You will be required to enter the charter number to file online. This is a subscriber, credit card (Visa/MasterCard only) or electronic check service.
- If you are unable to file online and need the paper annual report form, please visit **www.sosonline.org**, click on Interactive Corporate Services and choose "Paper Annual Report Forms". Otherwise, you must contact the Corporate Reporting and Information Section at (207) 624-7752.
- If the report is not received by the filing deadline, there will be a late filing penalty assessed. Failure to file or pay the late filing penalty will result in the administrative dissolution or revocation of your legal entity.

CHANGES IN EXISTING INFORMATION ON FILE:

- If any changes occur in the information on file in this office, (e.g. change in the name or address of the clerk or registered agent, entity name, merger, dissolution etc.), you **must** file these changes with our office.
- For information on the proper filing procedures, forms and fees, please contact the Corporate Examining Section at (207) 624-7740 or visit our website at www.maine.gov/sos/cec/corp.

FOREIGN ENTITIES:

- All foreign entities must maintain a current home office address. It is important to maintain this address as this is the address where certain legal notices are sent.
- For information on the proper filing procedures, forms and fees, please contact the Corporate Examining Section at (207) 624-7740 or visit our website at www.maine.gov/sos/cec/corp.

APPLICATION FOR EXCUSE:

- Any domestic business or nonprofit corporation that is currently in good standing but not conducting business, which wishes to be put in an inactive status, may file an application for excuse.
- To avoid having to submit an annual report, the excuse form may be filed at any time prior to the next annual report filing deadline. Once a corporation is excused, it is not required to file reports until a certificate of resumption is submitted.