

**BUSINESS AND CONSUMER ALERT!**  
**2015 Annual Records Statement Scheme**  
**From**  
**Division of Corporate Services**

The Division of Corporate Services at 324 S. Wilmington Street #412, Raleigh, NC 27601 has mailed solicitations for businesses to complete “Annual Records Statements” for the year 2015.

**PLEASE TAKE NOTE: you have no obligation to complete the form OR pay the \$150 fee. The Division of Corporate Services is NOT a government entity.**

Business entities are not required to file information regarding when an annual meeting is held (NCGS 55-7-01) or business records held by the company such as bylaws, minutes of meetings, lists of shareholders, records of all actions taken, etc. (NCGS 55-16-01). These documents comprise the corporate records of the company and should be kept by the company in a safe location.

If you have received this solicitation or have already sent the company money, please e-mail or fax a copy to the NC Secretary of State’s Office at:

E-mail: [notice@sosnc.com](mailto:notice@sosnc.com)

Fax: 919-807-2294

The NC Secretary of State’s office, together with the NC Attorney General’s Office, is taking the steps necessary to protect businesses. [Click here](#) for a copy of the mailing being distributed in North Carolina.

**What is my business corporation required to file?**

Business corporations are required to file an annual report with the NC Secretary of State’s office, which contains contact information for the registered agent, principal office, and officers of the corporation along with identifying information for the company.

Business Corporation Annual Reports can be filed one of two ways as shown below.

Method of Filing	Form	Fee
Directly with the NC Secretary of State’s Office	Online filing at <a href="http://www.sosnc.com/corporations">www.sosnc.com/corporations</a>	\$18.00 + \$2.00 electronic transaction fee = \$20.00
	Pre-populated Annual Report to download and mail in at <a href="http://www.sosnc.com/corporations">www.sosnc.com/corporations</a>	\$25.00
With the Business Tax Filing to the NC Department of Revenue	Form D-470 from the NC Department of Revenue	\$25

[Click here](#) to go to Annual Report FAQs.