



State of New Hampshire  
Department of State  
Corporation Division  
603-271-3246



## Consumer Alert

### Regarding Documents You May Have Received in the Mail from Corporate Records Service

The Secretary of State's office has received calls regarding a deceptive letter that appears to come from a government source. These letters urge businesses to file information and send payment in the amount of \$125.00 by a certain date in order to complete corporate meeting minutes on behalf of the entity. Some of the information being requested is not required to be filed with the Secretary of State. The letters give the appearance of coming from legitimate government agencies and cite state statutes.

**New Hampshire entities are not required to file corporate minutes with the Secretary of State's office.** We want to alert all entities of this deceptive solicitation to prevent entities from feeling compelled to complete the form and send payment to Corporate Records Service. If you have received one of these letters soliciting this fee and information, please ignore it. If you have already responded to one of these solicitations and believe you are a victim of this scam, please contact the New Hampshire Department of Justice, Consumer Protection Bureau at (603) 271-3643.

Additionally, please keep in mind that any official notice from the Secretary of State's office will contain the New Hampshire state seal and the Corporation Division contact information.

Annual Reports due to the Secretary of State on or before April 1<sup>st</sup>. Reports may be securely filed online through our website at  
<http://www.sos.nh.gov/corporate/annualreport/>