

FILING REQUIREMENTS REMINDER

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:

- An annual report is required to be filed every year in order to maintain a good standing status with this office. The **legal filing deadline is June 1st**.
- The first annual report filing must be filed between January 1st and June 1st of the year following the calendar year in which the entity was incorporated, organized or qualified. Subsequent annual reports must be delivered to the Secretary of State between January 1st and June 1st of the following calendar years. **Examples:**

Articles filed between **January 1, 2016 to December 31, 2016**, the first annual report is due by June 1, 2017.

Articles filed between **January 1, 2017 to December 31, 2017**, the first annual report is due by June 1, 2018.

- This annual report is required to be filed every year in order to maintain a good standing status with this office.
- It is the entity's responsibility to file the annual report in a timely manner. Your annual report can be filed quickly and easily using Maine's online filing system, simply visit SOSonline.org and click on the Interactive Corporate Services link. Payment may be made by Visa, MasterCard, Discover, electronic check or subscriber account. The annual report fee is \$85 for domestic business entities, \$150 for foreign business entities and \$35 for domestic and foreign nonprofit corporations.
- If you must file using a paper annual report form, you may download your entity's preprinted paper form by using our "Create a Preprinted Annual Report Form" also available at SOSonline.org under the Interactive Corporate Services link.
- Our office no longer mails a reminder to file annual reports. Email reminders will be sent to the email address on file for the entity. If you would like to receive an email filing reminder notification, you must provide our office with a valid email address and keep it current at all times. The email will come from CEC.Corporations@Maine.gov so you should update your spam filter to add this email address as a non-spam email. Our office is aware that emails coming from this email address often go into a spam folder in email systems.
- If you file paper annual report forms, it is **very important** that you put a reminder on your calendar to file subsequent annual reports in a timely manner.
- If the report is not received by the filing deadline, there will be a late filing penalty assessed. Failure to pay the late filing penalty will result in the administrative dissolution or revocation of your legal entity.

NONCOMMERCIAL CLERK OR NONCOMMERCIAL REGISTERED AGENT ADDRESS CHANGE:

A noncommercial clerk or noncommercial registered agent can change their address online. This online service allows the noncommercial clerk or noncommercial registered agent the functionality to change their address on file with our office. To change the address of the noncommercial clerk or registered agent, simply visit “Change of Address Online Service” available at www.SOSonline.org under the Interactive Corporate Services link.

COMMERCIAL CLERK OR COMMERCIAL REGISTERED AGENT CHANGE

A commercial clerk or commercial registered agent can maintain the data associated with its listing and manage the relationships to its represented entities online at www.SOSonline.org under the “Commercial Clerk & Commercial Registered Agent Online Listing & Management Service” Interactive Corporate Services link. In order to use this online service, the commercial clerk or commercial registered agent must have an InforME subscriber account login and password.

PRINCIPAL OR HOME OFFICE ADDRESS CHANGE FOR FOREIGN ENTITIES

An authorized individual of a foreign entity (organized outside of Maine) can change the principal or home office address online. To change the principal or home office address on a foreign entity online, simply visit “Change of Address Online Service” available at www.SOSonline.org under the Interactive Corporate Services link.

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.

NONPROFIT COMPENSATION INFORMATION REQUIREMENT:

- A public benefit corporation that receives at least 25% of its total funding from one or more municipal, county, state or federal sources shall provide to the public information about the total compensation paid by the corporation to any director or officer of the corporation if the compensation exceeds \$250,000 in any 12-month period. The corporation shall make the information available by posting the information on its publicly accessible website or through other comparable means. “Compensation” includes all remuneration and benefits.

**To contact a customer service representative for filing assistance, please contact the
Division of Corporations, UCC & Commissions at (207) 624-7752.**