

IMPORTANT INSTRUCTIONS

- Make check payable to Florida Department of State.
Check must be payable in United States Funds and through a United States Bank.
- Submit report with a separate check for each filing.
- Changes must be typed or printed in ink and legible.
- Sign report in block 11.
- * **The fee to file the Limited Liability Company annual report is \$138.75. If a certificate of status is desired, please add an additional \$5.00. Only one certificate may be requested.**
- * **Please complete block 4 by providing your Federal Employer Identification (FEI) number or check the appropriate box.**

- Block 1. Block 1 contains the name, document number, mailing address and principal place of business last reported to our office. You cannot change the name on this form. You must file an amendment to change the name. For amendment information, call (850) 245-6051.
- Block 2 & 3. If applicable, enter the new principal office address in Block 2. The principal office address must be a street address. If applicable, enter the new mailing address in Block 3. A Post Office Box is acceptable.
- Block 4. If blank, complete Block 4 by entering your Federal Employer Identification (FEI) number or checking either applied for or not applicable. FEI numbers are not assigned by the Division of Corporations. For assistance with FEI numbers, call the IRS at (800) 829-4933.
- Block 5. If you need a certificate of status, check the BOX in Block 5 and include an additional \$5.00. All certificates will be mailed to the entity's mailing address.
- Block 6. The law requires that each entity have a Registered Agent with a **Florida street address**. If the information in Block 6 is incorrect, enter the correct information in Block 7.
- Block 7. If applicable, enter new agent's name and/or address. The registered office address must be a **Florida Street address**. A P.O. Box or mail service is NOT acceptable for service of process. THE ENTITY CANNOT SERVE AS ITS OWN REGISTERED AGENT.
- Block 8. If applicable, the new Registered Agent must sign in Block 8. No signature is necessary if the same Registered Agent is retained. **NOTE: Registered agent signature required when reinstating on this form.**
- Block 9. Block 9 contains the names, titles, and addresses of the managing members or managers last reported to our office. If blank, you must list the titles, name and address of each managing member or manager in Block 10. Insert the letters "MGRM" in the title portion of the block for each managing member listed. Insert the letters "MGR" in the title portion of the block for each manager listed. **Please do not make any marks in Block 9 unless deleting a managing member or manager;** corrections or additions are to be made in Block 10.
- Block 10. Block 10 is for changes or additions to the existing titles, names and/or addresses of the managing members or managers in Block 9. Changes must be typed or printed and legible. List all managing members or managers. Attach a separate sheet if necessary. Florida Statutes require a physical address be given. The provision of a post office box in Block 10 or on an attachment is an affirmation under oath that no other address is available.
- Block 11. **This report must be signed in Block 11** by a managing member or manager listed in Block 9, Block 10 if a change, or on an attachment. If the entity is in the hands of a receiver, it must be signed by the trustee or receiver. A signature placed on an attachment in lieu of placement in Block 11 is unacceptable.

Mail completed report to:

**Division of Corporations
P.O. Box 6478
Tallahassee, FL 32314**

Courier Address (overnight delivery)
**Division of Corporations
2670 Executive Center Circle
Suite 100
Tallahassee, FL 32301**

Questions?

Phone: (850) 245-6051
Hearing/Voice Impaired may call (850) 245-6096 (TDD)

INFORMATION REGARDING RETURNED CHECK

If the check submitted with this report is returned by a bank for any reason, the report will be cancelled and considered not filed. The Department of State will dissolve/revoke the entity if a replacement payment with service charge and report are not resubmitted within the prescribed time frame.