

Secretary of State Annual Registration FAQ's

1. What is the cost of the Annual Registration Fee?

The Annual Registration Fee is \$30.00.

2. Can you mail me my annual registration notice?

All forms and notices will be mailed by the first week in February. You may file your annual registration online at www.gacorporations.org. Click on the "Corporations Renewal" button on the right side of the page and follow the instructions. You may also download the annual registration notice from our site.

3. If I file online, how do I pay?

Payment may be made with a credit or debit card.

4. After filing my registration online, I discovered an error. Can the error be corrected?

The error can be corrected by filing another registration form (online or hardcopy) and paying another filing fee.

5. I attempted to file my annual registration and received the following error message: "There is a problem with your past annual registration filings. Please call the SOS Office to resolve this issue." What should I do?

If your company is a domestic entity, it has been dissolved by the Secretary of State. If it's a foreign entity, its certificate of authority has been revoked. Both of these actions can occur because of nonpayment of annual registration fees.

6. What is the purpose of the annual registration filings?

The annual registration requirement is a statutory requirement. Its purpose is twofold. First, to confirm the organization is still in existence. Second, to provide accurate information with regard to an organization's contact information and management structure.

7. What is the deadline for filing an annual registration and is there a penalty for filing late?

Annual registrations must be filed no later than Wednesday, April 1, 2009 to avoid a late filing penalty. The penalty for filing after the deadline is a \$25.00 late fee, in addition to the annual registration payment.

8. Is there a grace period for filing an annual registration?

There is no grace period for filing annual registrations. Annual registrations must be filed by the deadline of Wednesday, April 1, 2009 to be considered timely filed.

9. What address should I mail the completed annual registration form?

The annual registration form should be mailed to the address printed at the top of the form. It's a Columbus, Georgia address:

OFFICE OF SECRETARY OF STATE
ANNUAL REGISTRATION FILINGS
PO BOX 23038
COLUMBUS, GA 31902-3038

10. Who should checks and money orders be made payable to?

Payments should be made payable to "Secretary of State".

11. Can payments be made over the telephone?

Payments cannot be paid over the telephone. Payments can only be made with a check or money order accompanied by the annual registration. We strongly encourage you to file your annual registration on-line with a credit/debit card.

12. Can multiple annual registration payments be made with one check?

Multiple annual registration payments may be made with one check. However, we discourage the use of a single check for payment of multiple registrations since an error on a single registration will result in the entire batch being rejected, thereby delaying the filing of the entire batch.

13. What is an authorized signature?

An authorized signature is the signature of any person duly authorized by the organization to file the registration on its behalf (e.g. President, Treasurer, Secretary, Attorney, Member, Manager, Organizer, Partner, etc.).