



North Carolina Annual Report for Business Corporations

Name of Corporation: ▶

State of Incorporation: ▶

Fiscal Year Ending: ▶

Month / Day / Year

Secretary of State Corp. ID Number: ▶

Federal Employer ID Number: ▶

Check here if information has not changed since most recently filed Annual Report, complete line 8 only. ▶▶

1. Registered agent & registered office mailing address Agent: ▶

Mailing Address: ▶

2. Street address & county of registered office Street Address: ▶

County: ▶

3. If registered agent changed, signature of new agent: ▶

(signature constitutes consent to appointment)

4. Enter principal office address here: ▶

5. Enter principal office telephone number here: ▶

6. Enter name, title, and business address of principal officers here:

Name: ▶

Title: ▶

Address: ▶

City: ▶

State: ▶

Zip: ▶

Name: ▶

Title: ▶

Address: ▶

City: ▶

State: ▶

Zip: ▶

Name: ▶

Title: ▶

Address: ▶

City: ▶

State: ▶

Zip: ▶

7. Briefly describe the nature of business: ▶

8. Certification of annual report, must be completed by all corporations

▶ _____
NAME

▶ _____
TITLE:

▶ _____
SIGNATURE: (Form must be signed by officer of corporation)

▶ _____
DATE:

Check List for NC Annual Report for Business Corporations

(Instructions for the preparation of the Business Annual Report Form, CD - 479)

This check list is included to assist you in preparing the annual report for your business corporation. Please take a few minutes and read the information provided.

1. The following information must be provided by each corporation filing an Annual Report with the North Carolina Department of Revenue:
 - A. Name of Corporation
 - B. State of Incorporation
 - C. Secretary of State Corp. ID Number
 - D. Federal Employer ID Number

Effective January 1, 1998 and applying to tax years ending on or after December 31, 1997, all corporations authorized to transact business in North Carolina except for insurance companies, limited liability companies, nonprofit corporations, and professional associations must file a Corporate Annual Report with the Department of Revenue and remit a twenty dollar (\$20.00) fee. If the corporation information required to be entered in item 1 through item 7 of Form CD - 479 has not changed since the most recently filed annual report, check the box near the top of the form.

2. When changing the registered agent or the registered office mailing address information, indicate the change in Item 1. The registered agent name must be typed or printed. The registered office mailing address can be a Post Office Box.
3. If the street address of the registered office changed, indicate the change in item 2. The street address of the registered office must be a "**Street Address**" and not a "**Post Office Box**".
4. If the registered agent has changed, the new registered agent must sign consent to the appointment in the space provided. If the registered agent's name was changed due to marriage, or by any other legal means, the corporation must indicate such change in the space provided and have the agent sign consent to the appointment under their new name.
5. The principal office address should reveal the corporation's **physical location**.
6. Enter the principal office telephone number in Item 5.
7. Every corporation must have at least one officer. If only one officer is listed on the report, it must be the President. Enter the complete name, title, and business address of the principal officers in Item 6.
8. Provide a brief description of the nature of your business in Item 7. Each corporation must provide a brief description of the nature of business before the annual report can be filed.
9. Check the Annual Report carefully to ensure all information required for filing has been provided. Complete the signature, date, and type and/or print the name and title in the space provided on the form to certify that the information is accurate and current.

For more information or assistance,
please contact:

Secretary of State
Corporations Division
Post Office Box 29525
Raleigh, NC 27626-0525
Phone (919)733-4201
Toll Free 1-(888) 246-7636

NC Annual Report for BC forms are available on the Internet at both the Secretary of State's Web Site, and at the Department of Revenue's Web Site:

[Secretary of State's Office: www.state.nc.us/secstate](http://www.state.nc.us/secstate)

[Department of Revenue: www.dor.state.nc.us/DOR](http://www.dor.state.nc.us/DOR)