

**Statement of Information
Limited Liability Company**

Every domestic and registered foreign Limited Liability Company shall file a Statement of Information with the California Secretary of State, within 90 days after filing of its Original Articles of Organization or Application of Registration and biennially thereafter during the applicable filing period. The applicable filing period for the Limited Liability Company is the Calendar month during which its original Articles of Organization or Application of Registration were filed and then immediately preceding five calendar months. A Limited Liability Company is required to file their Statement of Information even though it may not be actively engaged in business at the time their Statement is due. Changes to the Statement of Information which was previously filed can be made by filing a new Statement of Information and completed in its entirety.

Statutory filing provisions are found in **California Corporations Code Section 17060**. Should the Limited Liability Company fail to file their Statement of Information by the due date, they will be assessed a penalty in the amount of **\$250.00 (California Corporations Code Sections 17651 (b) and 17653; Revenue & Taxation Code Section 19141)**.

Further failure to file will cause the Limited Liability Company to be **SUSPENDED**, while the Limited Liability Company is under the status of **SUSPENSION**, it loses many benefits;

- Loses its right to conduct business
- Loses the right to Retain the Entity Name, while Suspended anyone can file Articles of Organization and retain your LLC name, you will then have to amend the Limited Liability Company Name
- Leaves LLC Properties Vulnerable
- No right to answer law suit

Above are just a few of the negative issues that will arise for non-filing of your Statement of Information.

How to avoid penalties and Suspension: complete this form and return to the Business Filings Division, this will cause the Limited Liability Company's Statement of Information to be filed with the office of the California Secretary of State pursuant to the California Corporations Code Section 17060. Upon receipt of *completed form, Business Filings Division will cause the Statement of Information to be filed, an Endorsed Certified copy of said filing will be returned to the office of the Limited Liability Company within 21 business days of filing.

Submit Completed form by Due Date: Submit form to Business Filings Division by **DUE DATE** to ensure **NO PENALTIES** will be assessed. Be sure form is *completed in its entirety, failure to submit a *completed form will cause delay in filing. **Returned checks will be charged a \$25.00 return check fee.**

Upon receipt of your payment: Business Filings Division will hand deliver the Statement of Information to the Office of the California Secretary of State in a timely manner along with the State Fees. Upon completion of filing you will receive a Certified, Stamped Endorsed Statement of Information. Please be sure that you retain in your Corporate Records Book for Safe Keeping and easy access.

LLC Information: The Limited Liability Company is formed under the Laws of the State of California and is required to have a physical address pursuant to the **California Corporations Code Section 17057(a)**, complete LLC information with a physical address, please **DO NOT USE P.O. BOX**, or abbreviate the name of the City.

Agent Information: Enter the name of the Agent for Service of Process in California, an Agent is an Individual (manager, member or any other person, whether or not affiliated with the Limited Liability Company) who resides in California designated to accept service of process if the Limited Liability Company is sued. The Agent must agree to accept service of process on behalf of the Limited Liability Company.

Managers / Members Information: Enter the name and complete Business or Residential address of any Manager or Managers, appointed or elected in accordance with the Articles of Organization or Operating Agreement, or if no Manager has been so elected or appointed, the name and business or residential address of each Member. Attach additional pages, if necessary. Please be sure to complete address and not abbreviate City.

Form must be completed in its entirety

*Business Filings Division will not be responsible for any penalties for late filing for an incomplete form.