## How to file your Annual Report and pay your Franchise Taxes

## Step 1:



First go to <u>www.corp.delaware.gov</u>. Then click on File Annual Report.



Enter your company file number and click continue. Or if previously started a session, enter the Saved Session ID # & click continue



Click on Click Here to Pay Taxes/File Annual Report

Stepp 4: Construction of the second of the

Click on your **2023 File Annual Report** (current year taxes that are due) to file this year's report and pay the franchise taxes.

The only time you would have to click on the 2022 (or previous year annual report) would be if there was a mistake, you had to make some type of changes to it or it had not been paid previously.

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oard > Piler		20	16 Annual Franchise Tax Report			
		Penalty and i	nterest will be charged if completed after Ma	rch 1st.		
Cr P Fed Inv	File Number: 550002 orporation Name: DE INCC eral Employer Id: corporation Date: 08/01/20	Agent Namber IPORATORS, INC. Agent Mame Address 7 City State Zip Code	9019356 DELAWARE REGISTERED AGENTS AN 19 KRIS CT NEWARK DE 19702	D INCORPORATORS, L.L.C.	Franchise Tax: S Penalty: 3 1.55 Monthy Interest: 3 Annual Filing Fee: 5 Previous Credit/Balance: 3 Prepaid Quartety Payments: 5 Amount Due: 3	175.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
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- 1. Double check that the stock information is correct. If you need to add or change the stock information a recalculate tax button with display to recalculate the tax amount owed.
- 2. Enter the end date of the fiscal year.
- 3. Dates of Inactivity: If there was any time throughout the year the company was inactive please add the date span in.



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Payment screen just click on how you would like to pay and fill out the information. Once you hit submit only hit it once and wait a few minutes, it will bring you to a page where you can print or email yourself a confirmation.

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Π.	Title 8 Chapte	This & Chapter 5 § 502(a)(4) states that the Annual Report must contain "The names and addresses of <u>all</u> the directors as of the filing date of the report"								
Enter Total Number of Directors: 0 *										
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- 1. Principal Place of Business: is the address information where the <u>actual</u> company is located.
- 2. Officer Information: Please fill out the officer information if there are no officers please click the box right under it that states no officer.
- 3. Directors Information: Please enter the number of directors in the box. Then click on Enter Directors Info tab and a box will appear.
- 4. Enter Directors Info: Please enter Name, Address, and Country for each director listed.
- 5. Terms & Conditions: Please check the box that you understand the terms & conditions. Then enter todays date, your name and address information.