

Instructions C002i

Annual Report Extension Request

ARIZONA CORPORATION COMMISSION

Corporations Division
1300 West Washington Street
Phoenix, Arizona 85007
www.azcc.gov
(602) 542-3026



General Information

All corporations registered with the Arizona Corporation Commission, whether for-profit or nonprofit, domestic or foreign, must file an Annual Report and a Certificate of Disclosure with the Arizona Corporation Commission each year on or before the corporation's due date. *See* A.R.S. §§ 10-1622 and 10-11622.

Original due date. Each corporation has its own due date. Find the due date on the corporation's page on our website at www.azcc.gov/Divisions/Corporations or call the Annual Reports Section at 602-542-3285.

When to file for extension. If the corporation is unable to file its Annual Report and Certificate of Disclosure on or before the due date, it should submit an Annual Report Extension Request. The Annual Report Extension Request must be submitted on or before the due date for the Annual Report and Certificate of Disclosure. Obtaining an extension ensures that the corporation will not incur penalties or possible administrative dissolution or revocation for failing to file the Annual Report and Certificate of Disclosure on time.

Extension of time. If the Annual Report Extension Request is approved, the corporation will have an additional 6 months in which to submit its Annual Report and Certificate of Disclosure. The 6 months is counted from the original due date.

New due date. The letter approving the extension of time will inform the corporation of its new Annual Report due date for that report year. The extension is for 6 months, and the new due date will be determined by counting 6 months from the original due date. The new due date will be effective only for the report year for which the extension was granted. For questions, contact the Annual Reports Section at 602-542-3285.

Failure to file by new due date.
Penalties – for-profit corporations – failure to file the Annual Report and

Certificate of Disclosure on or before the corporation's new due date will result in the accrual of statutory penalties of \$9.00 per month calculated from the *original* due date.
Administrative dissolution – all corporations that fail to file the Annual Report and Certificate of Disclosure on or before the corporation's new due date are subject to being administratively dissolved. *See* A.R.S. §§ 10-1420 and 10-11420.

Reminder to file. The Arizona Corporation Commission *will not mail reminders*. It is the corporation's sole responsibility to remember its annual report due date and to submit the annual report on or before that date.

Filing fee. The filing fee for the Annual Report and Certificate of Disclosure must be paid when the Annual Report Extension Request is submitted. The filing fee for the Annual Report is either \$45.00 (for-profits) or \$10.00 (nonprofits). *See* A.R.S. §§ 10-122 and 10-3122. For expedited processing (read the next paragraph) of the Extension Request, add \$35.00 to the filing fee. For questions, contact the Annual Reports Section at 602-542-3285. All fees are nonrefundable. *See* A.R.S. §§ 10-122 and 10-3122.

Processing time. Processing times are posted on our website each Monday at www.azcc.gov/Divisions/Corporations. For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. *See* A.R.S. §§ 10-122 and 10-3122. The expedite fee is \$35.00. *See* Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. The Arizona Corporation Commission does not currently offer same day or next day service.

Instructions

Numbered sections

Number 1. List the exact name of the corporation as shown in the records of the Arizona Corporation Commission, including exact spelling, punctuation,

and the correct corporate identifier (Inc. or Incorporated, etc.).

Number 2. A.C.C. file number – list the corporation's file number given to it by the Arizona Corporation Commission. Find the file number on our website at www.azcc.gov/Divisions/Corporations.

Number 3. List the original due date for the corporation's Annual Report and Certificate of Disclosure, including the month, day, and year.

Number 4. The filing fee for the Annual Report and Certificate of Disclosure must be paid when the Annual Report Extension Request is submitted. Review the "Filing fee" section under General Information.

Signature and Verification

The Annual Report Extension Request may be signed only by one of the following: (1) the Chairman of the Board of Directors, (2) a duly-authorized Officer of the corporation, or (3) a duly-authorized bankruptcy trustee, receiver, or other court-appointed fiduciary. *See* A.R.S. §§ 10-120(F) and 10-3120(F).

The document is submitted under penalty of perjury, and the "I accept" box must be checked.

Sign on the line underneath the "I accept" box. Print the name of the individual signing next to the signature. If completing the form online, type in the name in both fields. Fill in the date. Check the appropriate box underneath the signature line to indicate the capacity of the signer. If the signer is signing pursuant to a power of attorney, a copy of the power of attorney must be attached to and submitted with the Annual Report Extension Request.

Submit the document

Cover Sheet. All documents must be submitted with a Cover Sheet. Forms are available on our website at <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

What to submit:

1. Cover Sheet
2. Annual Report Extension Request
3. Payment for Annual Report.

By Mail. Mail the completed paper document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission
Corporations Division - Annual Reports
1300 W. Washington St.
Phoenix, Arizona 85007

In Person. Deliver the completed document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission
Corporations Division - Annual Reports
1300 W. Washington St.
Phoenix, Arizona 85007

Payment Methods

Credit card. If submitting the document in person, payment by credit card is acceptable. Credit cards cannot be used if submitting by mail. The Arizona Corporation Commission accepts only Visa, MasterCard, or American Express.

Check. If submitting the document by mail or in person, payment by check is acceptable. Checks must be made payable to "Arizona Corporation Commission," with all words spelled out and no abbreviations. Checks must be completely and properly filled out, including the amount sections. Checks that do not have an imprinted or preprinted name and address of the account holder and an imprinted or preprinted check number will not be accepted. Handwritten or stamped names, addresses, or check numbers will not be accepted. For example, we will not accept temporary checks, such as those from a new account. We will accept checks drawn on non-U.S. banks as long as the check states that the funds are payable in U.S. dollars.

Money order. If submitting the document by mail or in person, payment by money order is acceptable.

Cash. If submitting the document in person, cash payments are acceptable. Do not mail cash.

Questions

For questions about the Annual Report or the Annual Report Extension Request, contact our Annual Reports Section at 602-542-3285. For general questions, contact our Customer Service Call Center at 602-542-3026, or, within Arizona only, 800-345-5819.