



ONE STOP
CONSULTING SHOP, LLC
Accounting • QuickBooks • Tax Services

How to...

Pay your Annual Filing Fee with the State of Florida

Deadline: May 1st, annually

www.onestopconsultingshop.com

Info@onestopconsultingshop.com

800-717-0180

Who files an Annual Report? Anyone who has an LLC or a Corporation!

If you are a sole proprietor without an LLC, you do NOT need to file an annual report. But you may need to review your Fictitious Name Filing!

Go to Sunbiz

Go to www.sunbiz.org and you will be directed to their new website.

Then Click on Annual Report under Filing Services.

The screenshot shows the Sunbiz.org website, which is the official State of Florida website for the Division of Corporations. The page features a navigation bar with links for 'About Us', 'Search Records', 'Start a Business', 'Manage/Change Existing Business', 'Forms & Fees', and 'Other Services'. A prominent banner at the top right encourages users to 'BEAT THE RUSH. FILE YOUR ANNUAL REPORT NOW. FILE EARLY, FLORIDA!'. Below this, a red arrow points to the 'Annual Report' link under the 'Filing Services' section. A blue arrow from the text 'Then Click on Annual Report under Filing Services.' points to this link. The 'Filing Services' section also includes links for 'New Florida LLC' and 'Consumer Notices & News'. The 'Resources' section includes 'Start a Business' and 'Look up a Business'.

Division of Corporations

dos.myflorida.com/sunbiz/

Apps Payroll Login for Acco Jetpack Workflow BNI BNI Connect Auth.net Florida Dept. of Revenue Sharefile NATP

FLORIDA DEPARTMENT OF STATE Corporations | Cultural Affairs | Elections | Historical Resources | Library and Information

Sunbiz.org DIVISION of CORPORATIONS
an official State of Florida website

The Division of Corporations is the State of Florida business entity index and commercial activity

How can we serve you?

About Us Search Records Start a Business Manage/Change Existing Business Forms & Fees Other Services

Para español, seleccione de la lista Select Language Powered by Google Translate

**BEAT THE RUSH.
FILE YOUR ANNUAL REPORT NOW.
FILE EARLY, FLORIDA!**

Click on "Annual Report" Below

FILING SERVICES **RESOURCES** **POPULAR TASKS**

Annual Report New Florida LLC Consumer Notices & News Start a Business Look up a Business Update or Change Your Information

Gather your Information

If you have never filed an annual report before, click on the instructions so you understand what it means to file an annual report.

You cannot change your business name by filing an annual report. This is renewing your business with the State. This is the place and time to add names or delete names that are listed on your company! You can also make changes to your Registered Agent.

Make sure you have your business information including your DOCUMENT NUMBER.

FLORIDA DEPARTMENT OF STATE | Corporations | Cultural Affairs | Elections | Historical Resources | Library and Information Services

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The Division of Corporations is the State of Florida's official business entity index and commercial activity website.

How can we serve you?

[About Us](#) [Search Records](#) [Start a Business](#) [Manage/Change Existing Business](#) [Forms & Fees](#) [Other Services](#) [Contact Us](#)

Para español, seleccione de la lista Powered by [Google Translate](#)

Department of State / Division of Corporations / Manage/Change Existing Business / Manage/Change with E-Filing / File Annual Report

File Annual Report

Before filing your annual report: →

1. Review the [filing instructions for annual reports](#).
2. Gather your business information, including your [document number](#) and a valid form of payment.

NOTE: Annual reports are due between January 1 and May 1 each year.

MANAGE/CHANGE WITH E-FILING

File Annual Report

- [Annual Report Instructions](#)
- [Search Corporations' Records](#)

[File Reinstatement](#)

[Fictitious Name Renewal](#)

What's a Document Number?

You will need your Document Number to file your annual report. If you are unsure, click on Search Our Records to retrieve your Document Number and keep this for future reference.

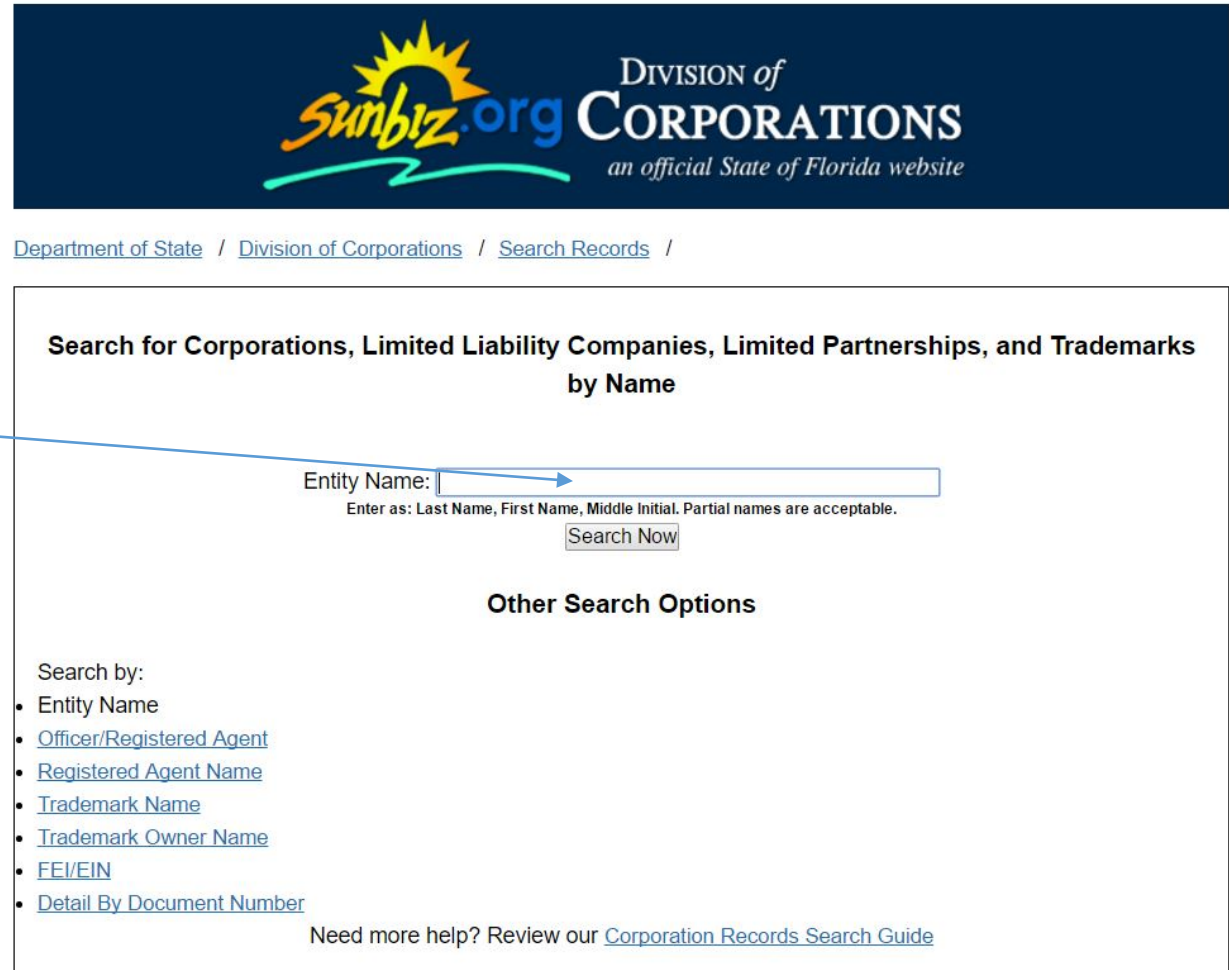
I don't remember my document number. Where do I find it?

- Refer to your notice or [search our records](#) by name.
- Read our [search guide](#) if you need assistance searching our database.



Enter Business Name

To find your document number, enter your complete Business Name in the Search Now box.



The screenshot shows the Sunbiz.org website header with the logo and 'DIVISION of CORPORATIONS an official State of Florida website'. Below the header is a breadcrumb trail: 'Department of State / Division of Corporations / Search Records /'. The main heading is 'Search for Corporations, Limited Liability Companies, Limited Partnerships, and Trademarks by Name'. There is a text input field labeled 'Entity Name:' with a blue arrow pointing to it from the left. Below the field is the instruction 'Enter as: Last Name, First Name, Middle Initial. Partial names are acceptable.' and a 'Search Now' button. Underneath is a section titled 'Other Search Options' with a list of search criteria: 'Entity Name', 'Officer/Registered Agent', 'Registered Agent Name', 'Trademark Name', 'Trademark Owner Name', 'FEI/EIN', and 'Detail By Document Number'. At the bottom right of this section is a link: 'Need more help? Review our Corporation Records Search Guide'.

Sunbiz.org DIVISION of CORPORATIONS
an official State of Florida website

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) /

Search for Corporations, Limited Liability Companies, Limited Partnerships, and Trademarks by Name

Entity Name:

Enter as: Last Name, First Name, Middle Initial. Partial names are acceptable.

[Search Now](#)

Other Search Options

Search by:

- Entity Name
- [Officer/Registered Agent](#)
- [Registered Agent Name](#)
- [Trademark Name](#)
- [Trademark Owner Name](#)
- [FEI/EIN](#)
- [Detail By Document Number](#)

Need more help? Review our [Corporation Records Search Guide](#)

Find your Company

When you enter your business name, a list of possible companies will show up.

Find your name and the Document Number will show to the right.

For more information on your company (like finding your Articles and a history of your actions), click on your Company Name.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search By Entity Name](#) /

[Previous List](#) [Next List](#)

Entity Name Search

Entity Name List

Corporate Name	Document Number	Status
ONE STOP CONSULTING SHOP, LLC	L13000146804	Active



I have my Document Number – then what?

Go back to the Home page and click on Annual Report under Filing Services.

The screenshot shows the Sunbiz.org website, which is the official State of Florida website for corporations. The header includes the Sunbiz.org logo, the text 'DIVISION of CORPORATIONS', and a search bar with the placeholder text 'How can we serve you?'. Below the header is a navigation menu with links: 'About Us', 'Search Records', 'Start a Business', 'Manage/Change Existing Business', and 'Forms & Fees'. A language selection dropdown is also present, with the text 'Para español, seleccione de la lista' and 'Powered by Google Translate'. The main content area features a large banner with the text 'BEAT THE RUSH. FILE YOUR ANNUAL REPORT NOW. FILE EARLY, FLORIDA!' and a red arrow pointing to a button that says 'Click on "Annual Report" Below'. Below the banner is a table with two main sections: 'FILING SERVICES' and 'RESOURCES'. The 'FILING SERVICES' section has a yellow highlight on the 'Annual Report' link, with other links below it: 'New Florida LLC', 'New Florida Profit Corporation', and 'New Florida Non-Profit Corporation'. The 'RESOURCES' section has links for 'Consumer Notices & News', 'Start a Business', 'Forms & Fees', and 'Apostille & Notarial Certification'. There are also links for 'Update' and 'Ficti' on the right side of the table.

FILING SERVICES	RESOURCES
Annual Report	Consumer Notices & News
New Florida LLC	Start a Business
New Florida Profit Corporation	Forms & Fees
New Florida Non-Profit Corporation	Apostille & Notarial Certification
	Update
	Ficti

File your Annual Report


1. Click on “File your Annual Report”. You will need to have your payment information ready as well.
2. The report is due BEFORE May 1st!
3. This must be done annually.
4. If you do not file your report on time, you may be charged a penalty fee of up to \$400 and your company may be dissolved with the State.

The screenshot shows the Sunbiz.org website, an official State of Florida website. The header includes the Sunbiz.org logo and a search bar. The navigation menu has links for About Us, Search Records, Start a Business, Manage/Change Existing Business, Forms & Fees, Other Services, and Contact Us. Below the navigation menu, there is a language selection dropdown set to 'Select Language' and a note 'Powered by Google Translate'. The main content area displays the breadcrumb trail: Department of State / Division of Corporations / Manage/Change Existing Business / Manage/Change with E-Filing / File Annual Report. The title 'File Annual Report' is prominently displayed. Below the title, it says 'Before filing your annual report:' followed by two steps: 1. Review the filing instructions for annual reports. 2. Gather your business information, including your document number and a valid form of payment. A note states: 'NOTE: Annual reports are due between January 1 and May 1 each year.' On the right side, there is a sidebar with a 'MANAGE/CHANGE WITH E-FILING' section containing links for 'File Annual Report', 'Annual Report Instructions', 'Search Corporations' Records', 'File Reinstatement', and 'Fictitious Name Renewal'. At the bottom of the main content area, there is a dark blue button labeled 'File Annual Report'. A blue arrow points from the fourth step of the instructions on the left to this button.

Almost done!

1. Enter your Document Number and click Submit.
2. Make sure to read all of the instructions.
3. Enter your payment information and keep a copy of any proof of filing that appears.

You will have to do this again next year!

 **DIVISION of CORPORATIONS**
an official State of Florida website

[Department of State](#) / [Division of Corporations](#) / [Manage/Change with E-Filing](#) /

Annual Report-Sunbiz

Disclaimer



- **This form files or amends the annual report only.**
- Annual reports for all corporations, limited liability companies, limited partnerships and limited liability limited partnerships are due each year between January 1 and May 1.
- The Department of State encourages business owners to file early. Submitting your annual report on time avoids a late fee.
- **Review the [instructions for filing an annual report](#)**
- Review and verify your information for accuracy. Once submitted, the annual report cannot be changed, removed, canceled or refunded.

Enter the entity's document number below to submit your online annual report now.

Document Number

Note : The first character of a 12-digit document number is a letter.

[Forgot Number?](#)