



## Instructions for Filing Annual Report for a Limited Liability Company

[Section 7-16-66](#) of the General Laws of Rhode Island, 1956, as amended

*The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision.  
This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.*

**All filings are public records under RIGL [38-2-1](#), et seq.** This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

### How to complete the form:

1. List the entity's ID number. The ID number can be found by looking up your entity in the [Corporate Database](#). Please include this number on your check and refer to it in any future correspondence or filings with the Business Services Division.
2. List the name of the limited liability company. The entity name can be verified through our [Corporate Database](#). If the entity name has changed, an amendment, form [401](#) or form [451](#), must be filed with this office. [Electronic filing](#) is available.
3. Enter the six digit NAICS code that describes the primary type of business in which the entity engages. Download our [NAICS Code List](#).
4. Provide a brief description of the character of business in which the limited liability company is actually engaged in this state. If the entity is inactive, this section must still be completed.
5. List the state or country of organization.
6. List the address of the principal office of the limited liability company.
7. List the current mailing address and the name or title of a person to whom communications may be directed.
8. The limited liability company's resident agent and resident office is of record in this office and can be found on the entity summary screen in our [Corporate Database](#). If the resident agent and/or address of the resident agent has changed, a Statement of Change of Resident Agent/Resident Office ([Form 642](#)) must be filed with this office.
9. An Authorized Person **MUST** sign and date the form.

### How to pay the filing fee:

The filing fee is payable either by mail via check made payable to RI Department of State or in person via cash, credit card, or check at the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

### How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will NOT result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Corporate Database](#).
- Enter the name or ID number of your entity and click "Search."
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing."
- Identify the desired type of filing and click on "PDF" under "View PDF" to view and print the record.

### How to maintain your status:

The entity is responsible for filing an annual report each calendar year, excluding the year of incorporation, between February 1 and May 1. A courtesy reminder will be mailed to the registered agent prior to February 1 of each year. Be sure to follow up with your registered agent concerning the filing of this report. Failure to file an annual report or maintain a registered agent/office will result in revocation proceedings.

Every entity registered with the RI Department of State - Business Services Division will have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing. Please visit our [website](#) for further information.



State of Rhode Island  
Department of State - Business Services Division

STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

Annual Report for the year: \_\_\_\_\_  
Limited Liability Company

→ Filing period: February 1 - May 1

→ Filing Fee: \$50.00

→ Penalty: Additional \$25.00 fee if form is not filed by May 31.

1. Entity ID Number	2. Exact name of the Limited Liability Company			
3. NAICS Code	4. Brief description of the character of business conducted in Rhode Island			
5. State of Formation				
6. Principal Office Address		City	State	Zip
7. Mailing Address of Limited Liability Company and Name or Title of Contact Person				
Contact Name		Contact Title		
Street Address		City	State	Zip
8. The Resident Agent information currently of record with the RI Department of State is accurate. Changes require filing Form 642.				
9. <b><i>Under penalty of perjury, I declare and affirm that I have examined this report, including any accompanying schedules and statements, and that all statements contained herein are true and correct.</i></b>				
Name of Authorized Person			Date	
Signature of Authorized Person				

**MAIL TO:**

**Division of Business Services**

148 W. River Street, Providence, Rhode Island 02904-2615

**Phone:** (401) 222-3040

**Website:** [www.sos.ri.gov](http://www.sos.ri.gov)



**State of Rhode Island**  
**Department of State - Business Services Division**

The Department of State tracks the number of new business filings on a quarterly and an annual basis. We are seeking more information from limited liability companies and hope these three voluntary questions will help us better present useful trends and information on the health of our economy:

Entity ID Number	Name of the Limited Liability Company
1. Does the business owner self-identify as any of the following:	
<div>Woman</div> <div>Veteran</div> <div>Disabled</div> <div>Member of a socially and economically disadvantaged group (i.e., as defined under the US Small Business Administration's 8(a) Program: Black, Hispanic, Native American, Asian Pacific or Subcontinent Asian American)</div>	
2. How many full-time employees does the business have:	
<div>0</div> <div>1-5</div> <div>6-50</div> <div>51-200</div> <div>201-500</div> <div>Over 500</div>	
3. What are the gross revenues for the business for the past year:	
<div>\$0-\$50,000</div> <div>\$51,000-\$250,000</div> <div>\$251,000-\$500,000</div> <div>\$501,000-\$1,000,000</div> <div>Over \$1,000,000</div>	

**Please note** that all records maintained by or kept on file by the Department of State shall be public records unless exempt from disclosure in accordance with RIGL [38-2 Access to Public Records](#).

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**State of Rhode Island  
Department of State - Business Services Division**

## Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. All fields are **REQUIRED**.

Name:		Date:
Entity Name:		
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number:

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email [corporations@sos.ri.gov](mailto:corporations@sos.ri.gov).