

**APRIL 2011****Volume XXI, No. 4****CORPORATIONS AND LLC'S: FILE YOUR ANNUAL REPORT BY MAY 1ST**

This is your last reminder to file your Annual Report with the Florida Secretary of State's Division of Corporations by May 1st to maintain your "active" status with the state. **Annual Reports filed after May 1st will be assessed a \$400.00 late fee, which cannot be waived.**

**Who has to file an Annual Report?** All corporations and Limited Liability Companies (LLC's) must file an Annual Report with the state each year. The only exception is if you formed your company in calendar year 2011, you will not have to file an Annual Report until next year.

**I never got a reminder postcard or email from the State. Do I still have to file an Annual Report?** Yes. The State of Florida no longer mails reminder postcards. They do send reminder emails to the email address they have on file for your company, but if your email address has changed in the last year, you probably will not receive it.

**I got an official-looking email from a private company telling me I could file my Annual Report from its website. Is this legitimate?** No! Please beware of anything you get through the mail or via email from a private company regarding your Annual Report or annual minutes for your company. First, the only place you can file your Annual Report is through the State of Florida's official corporate website: **www.sunbiz.org**. Second, annual minutes are not required to be filed with the State, so you can ignore any mail you receive offering to file your corporate minutes. The Secretary of State has posted a warning on **www.sunbiz.org** warning about 2 companies trying to pull these scams: Arvitas, LLC and Compliance Services. Please be very suspicious of anything you receive from these companies.

**How do I file my Annual Report?** The only way you can file is to use a computer to access the Division of Corporations' website at **www.sunbiz.org**. Click on the box that says "File Current Year Annual Report." From there, you will need to enter your company's 12-digit "Document Number," which is a number the state assigned to your company when it was formed. If you don't know your company's Document Number, use the website's "search" function to search for your company's name. When you see your company name, the Document Number will be listed to the right. Type this number into the box on the Online Annual Report Filing page, and it will take you to your Annual Report information. You will need to review the information on file and make any necessary changes, additions or deletions. After you are sure the information is correct, scroll down to the bottom yellow box and have an officer or director of the company "sign" the report by typing his or her name and title into the box. From there, you will be taken to the payment page. You cannot pay by check (at this late date, there is not enough time to process a payment by check); only credit cards can be used for payment. Visa, MasterCard, American Express and Discover credit cards are accepted, along with Visa and MasterCard debit cards.

**How much does my Annual Report cost?** The Annual Report fee for a corporation is \$150. The Annual Report fee for an LLC is \$138.75. Please note: this fee is paid to the State of Florida (Department of State), not to any private company or organization. You will need to use a credit card to pay this fee, and you can print out a receipt for your records from the website.

**When is the Annual Report due?** You must file your Annual Report for 2011 by May 1st. Even though this is a Sunday, the website will be available for Annual Report filings all weekend. If you do not file by May 1st, you will have to pay a \$400 fee, plus the Annual Report fee, to have

your company reinstated.

If you have any questions about your company's Annual Report or if you got something in the mail and have a question about it, please call the FUBA offices at 800-262-4483 and ask for Karen, Lance or Erin.

### **UNEMPLOYMENT COMPENSATION TAXES ARE DUE BY APRIL 30TH**

Your unemployment compensation taxes for the quarter ending March 2011 are due to the state by April 30th, along with your Employer's Quarter Report (UCT-6). On the UCT-6 report, you must list all employees' names and social security numbers, plus the amount of wages you paid them for the quarter. If you have fewer than 10 employees, the Florida Department of Revenue will mail you this form each quarter. If you have 10 or more employees, you are not allowed to use a paper form and you must file your UCT-6 report online through the Department of Revenue's website, unless you have received a waiver. Please note: if you no longer have 10 or more employees and you would like to opt out of electronic filing, you can fax a request to be excused from e-filing to the Department of Revenue at 850-922-5088.

As it stands right now, unemployment tax rates have increased for 2011. Employers who are at the lowest tax rate are slated to pay \$72.10 in tax per employee for the calendar year 2011. This is an increase of \$44.90 a year per employee (last year the tax per employee for employers at the minimum tax rate was \$25.20). The Florida Legislature is currently working on legislation that would lower the minimum tax rate back to \$54.00 per employee. The bill would also make it harder for employees to qualify for unemployment and shorten the time they can receive benefits. As this newsletter went to press, this bill was still pending and was not yet effective. Unless and until you receive a revised tax notice from the Florida Department of Revenue, you are obligated to pay the unemployment tax rate listed on the notice you received from the state in December.

We will provide an update on this issue in next month's newsletter. If you would like to receive an email from us before then, please email us at [fuba@fuba.org](mailto:fuba@fuba.org) and give us your email address.

### **FREE SEMINARS FOR BUSINESSES ON WORKERS' COMPENSATION AND WORKPLACE SAFETY**

The state Division of Workers' Compensation is continuing its free seminars on Florida's workers' compensation laws and workplace safety. Topics include:

- Who is required to have workers' comp insurance
- Who is eligible for exemptions from workers' comp
- Contractor responsibilities for workers' comp
- State enforcement of the workers' comp laws
- OSHA/Workplace Safety Inspections

Seminars are open to all business owners, licensed contractors, and employers. Continuing education units (CEU's) are available to contractors whose license requires continuing education in Workers' Compensation and Workplace Safety. This includes state-licensed construction contractors as well as state-licensed electrical contractors.

Advance registration for these classes is required and can be made via the Division's website at [www.myfloridacfo.com/WC](http://www.myfloridacfo.com/WC). We can fax you a registration form; just call the FUBA offices at 800-262-4483.

Here are the locations and dates of the seminars. All seminars are from 9:00 a.m. to 12:00 noon.

- Tampa  
April 14, 2011
- Ft. Myers  
April 19, 2011
- Miami  
April 22, 2011
- Pompano Beach  
May 13, 2011
- Jacksonville  
May 19, 2011
- Pensacola  
May 26, 2011
- Orlando  
May 26, 2011
- Largo  
June 2, 2011
- Tallahassee  
June 9, 2011
- West Palm Beach  
June 10, 2011