

LLC Annual Report Checklist

Action Checklist — ClearLegalTips.com (2026)

Stay in good standing every year.

Prepare

- ☐ Found your state's official filing portal (a .gov site)
- ☐ Confirmed which of the three deadline models your state uses
- ☐ Confirmed the current fee and your due date on the portal
- ☐ Gathered your entity / file number (from your formation approval)

File

- ☐ Logged into the Secretary of State portal
- ☐ Confirmed or updated registered agent, address, and member/manager info
- ☐ Paid the fee and submitted the filing

After

- ☐ Saved the stamped confirmation or receipt with your operating agreement
- ☐ Calendared next year's due date
- ☐ Repeated the filing for every other state where the LLC is registered

INSTRUCTIONS FOR USE

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