

How to File an Annual Report with the Massachusetts Secretary of State

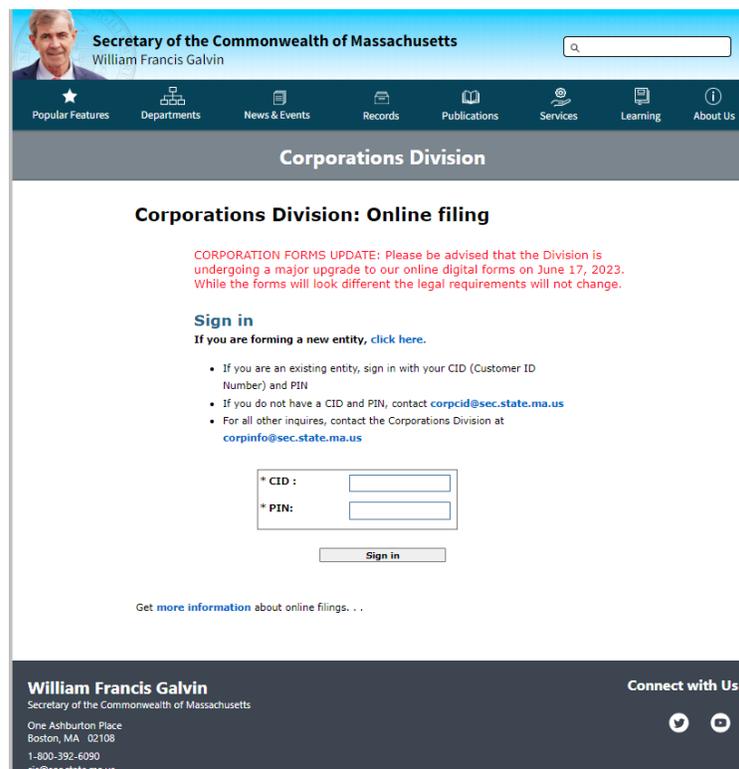
Note: To determine if an annual report filing is needed for the current year and before completing the annual filing, one should first check the state's online database. For MA filings, search [the Corporations database](#) to locate or verify an entity's ID Number or corporate filing. Depending on the type of filing, an annual fee may be associated, so please be ready to enter all business and payment information to successfully process the annual filing.

Note: If your entity files in multiple states, please log on to the respective state's Corporations Online Filing System. If you need further assistance with this, feel free to get in touch with your tax advisor at JOFC.

Note: The online filing is in a sense the same as a paper filing. They have the same requirements as paper filings but can save you valuable time by pre-filing the screen with the data the database has. Also, the forms are available 24 hours a day.

Log-in with your Pre-Assigned Customer ID (CID) and PIN.

- 1) Log on to the Massachusetts [Corporations Online Filing System](#)
- 2) For an existing entity, Enter the Customer ID (CID) Number and PIN
 - a. If you can't remember or don't have a Customer ID Number and PIN, contact corpcid@sec.state.ma.us to retrieve it. They respond promptly to these email requests.



The screenshot shows the official website of the Secretary of the Commonwealth of Massachusetts, William Francis Galvin. The page is for the Corporations Division's online filing system. At the top, there is a navigation bar with icons for Popular Features, Departments, News & Events, Records, Publications, Services, Learning, and About Us. Below this is a search bar and the text "Corporations Division". The main heading is "Corporations Division: Online filing". A red notice states: "CORPORATION FORMS UPDATE: Please be advised that the Division is undergoing a major upgrade to our online digital forms on June 17, 2023. While the forms will look different the legal requirements will not change." Under the heading "Sign in", there is a link for new entities and a list of instructions for existing entities: "If you are an existing entity, sign in with your CID (Customer ID Number) and PIN", "If you do not have a CID and PIN, contact corpcid@sec.state.ma.us", and "For all other inquires, contact the Corporations Division at corpinfo@sec.state.ma.us". Below the text are two input fields labeled "CID:" and "PIN:", followed by a "Sign in" button. At the bottom, there is a footer with contact information for William Francis Galvin and social media icons.

- 3) Click on the Annual Report from the options provided and click Select.

Corporations Division: Online filing

Filing forms

Welcome, [Change PIN](#) [Log out](#)

Select a form from the list below and then click on **select** to continue.

Filing forms:

- Annual Report
- Annual Report - Professional
- Certificate of Amendment
- Certificate of Cancellation
- Restated Certificate of Organization
- Statement of Change of Resident Agent/Resident Office
- Statement of Change of Resident Office Address by Resident Agent

- 4) Review the Annual Report –form to make sure all information is accurate and edit or delete information as needed.
- 5) Complete filer's contact information at bottom, and sign/accept.
- 6) Read and select Accept to the acknowledge the electronic filing
- 7) Click Review and review your information for accuracy again
- 8) Click Submit Filing
- 9) Enter your payment information when prompted
 - a. Note: all payments are considered final
- 10) Click Submit
- 11) Enter your email address to receive proof of payment.
- 12) Click Submit.
- 13) We recommend you save the payment confirmation to your files.

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Online Filing with the Secretary of State of the Commonwealth of Massachusetts

Helpful Tips & Overview of Expectations About Filing Forms Online

Available Forms for Filing Online and What to Expect

- 1) **Note:** Not all available filings are listed online. This is because not all filings may be filed online. Those filings that are not listed must be filed on paper. A complete collection of downloadable forms is available [here](#).
- 2) **Note:** Select the filing you wish to complete by clicking on the name of the filing, then clicking the submit button. **You must complete the form by entering all required information before the form can be submitted.** If you fail to enter all required information, the system will alert you and request that you enter the missing information (notated in red).
- 3) Once all required information is entered and you click the submit button, you will have an opportunity to review the information submitted.
- 4) If all the information looks correct, click the Accept button.
- 5) If the filing carries a fee you will need to enter credit card information to pay for the filing. Currently credit cards are the only way to pay for an online filing. If you do not have a credit card or do not wish to use a credit card, other payment options are available by completing a paper filing instead of an online filing. If you're not sure if a particular filing carries a fee, you can view the MA Corporation Division fee schedule [here](#).
- 6) Once your credit card has been processed you will be given an acknowledgement screen detailing information regarding the transaction. We recommend that you should print this information for reference.
- 7) Once the credit card transaction is approved, the filing is ready for approval by the Corporations Division. If for some reason your credit card transaction is not approved you will have the opportunity to log back into the system at any time, retrieve the information previously submitted, then re-submit it.
- 8) If your filing is rejected, you will be alerted either by mail, phone or email. You will then have the opportunity to log back into the system, retrieve the information previously submitted, correct it, and re-submit. You will not be prompted for payment as the filing has already been paid for.
- 9) All transactions are considered Final.