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INSTRUCTIONS FOR THE IDAHO ANNUAL REPORT FORM

Please pay special attention to the mailing address. If it is incorrect, please make the appropriate corrections.

NOTE: The name of the business entity cannot be altered on the annual report form.

If the registered agent has changed or moved, please make that correction on this form. The registered agent must be found in IDAHO at a PHYSICAL ADDRESS. PO Boxes WILL NOT be accepted.

Corporation: Enter names and addresses of ONLY the president, secretary, and directors in block 4.

Limited Liability Company: Enter the names and addresses of the managers or members in block 4.

NOTE: Putting "same as last year" WILL NOT be accepted.

- If the registered agent has been changed in block 2, then the NEW registered agent must accept that position by signing in block 5.
- Black 6 must be signed by a person that is authorized to represent the Entity.

If the business entity is no longer doing business in Idaho, please contact the Secretary of State's office at 208 334-2301 for further instructions.

NOTE: The annual report must be received by the Office of the Secretary of State on or before November 30. Postmark date will not be accepted. Failure to timely file shall; (1) Subject a domestic corporation to administrative dissolution proceedings; (2) Subject a foreign corporation to proceedings to revoke its certificate of authority; or (3) Subject a limited liability company to cancellation of its articles of organization or certificate of registration.

DUE NO LATER THAN NOVEMBER 30