

INSTRUCTIONS FOR THE IDAHO ANNUAL REPORT FORM

- Block 1: Pay special attention to the mailing address. If the correct mailing address is not given in Block 1, strike it out and write in the correct address. Note: To ensure future mailings, the corrected address must be inside Block 1.
- Block 2: To change the registered agent or office, strike the incorrect information and write in the correct information.

 Note: The office of the registered agent must be at a street address in Idaho; not a Post Office Box or Personal Mail
- Block 3: Only a new registered agent must sign in Block 2.
- Block 4: Enter names and business addresses of president, secretary, and directors (for corporations only) or managers/ members (for LLC's only). Note: Putting "same as last year" or "same as above" will not be accepted.
- Block 5: May not be altered through the use of this form.
- Block 6: The annual report must be signed by a person authorized to represent the corporation/LLC. Print or type the name and title of the signer below the signature.