

2018 – ANNUAL REPORT INSTRUCTION FORM

(Louisiana Businesses)

IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.

Customer ID Number [REDACTED]	Notice Date [REDACTED]	Charter Number [REDACTED]	Entity Start Date [REDACTED]
Business Address [REDACTED]			
Please Respond By: 05/11/2018			

Louisiana laws require every limited liability company authorized to transact business in the State to timely file an annual report every year. If [REDACTED] does not file an annual report for three consecutive years, your LLC may be administratively dissolved by the Louisiana Secretary of State.

LOUISIANA REVISED STATUTE §12:1308.1: "On or before the anniversary date of organization of each limited liability company, a manager of the company, if its management is vested in one or more managers, or a member of the company, if its management is reserved to the members, shall file an annual report each year with the secretary of state, signed in the name of the limited liability company by the manager, member, or agent..." **only applies to any LLC organized or qualified on or after July 7, 1992.*

If the business entity is still in use, Workplace Compliance Services, a private entity, will assist for a fee in the filing of your annual report.

WORKPLACE COMPLIANCE SERVICES IS NOT A GOVERNMENT AGENCY AND DOES NOT HAVE A CONTRACT WITH ANY GOVERNMENTAL AGENCY TO PROVIDE THIS SERVICE.

To utilize this service, follow the steps below. Workplace Compliance Services will not disclose any information about your business to any third-party, including competitors, unless required by force of law. Mail the completed form with **\$110.00** in the enclosed envelope. **Please respond today!**

STEP 1. If your company is a domestic limited liability company (organized as a limited liability company in the State of Louisiana), complete the following.

Municipal address of the registered office for the LLC, which must be more than a P.O. Box
[REDACTED]

Registered Agent Name
[REDACTED]

Registered Agent Address (must also be more than a P.O. Box)
[REDACTED]

Registered Agent Name (if you have more than one)
[REDACTED]

Registered Agent Address (must also be more than a P.O. Box)
[REDACTED]

STEP 2. Name and municipal address of each manager, if management of the LLC is vested in one or more managers. Or, the name and municipal address of each member, if management of the LLC is reserved to the members. Again, the address must be more than a P.O. Box.

Manager/Member Name [REDACTED]	Title [REDACTED]
Manager/Member Address [REDACTED]	
Manager/Member Name [REDACTED]	Title [REDACTED]
Manager/Member Address [REDACTED]	
Manager/Member Name [REDACTED]	Title [REDACTED]
Manager/Member Address [REDACTED]	
Manager/Member Name [REDACTED]	Title [REDACTED]
Manager/Member Address [REDACTED]	

STEP 3. If your company is a foreign limited liability company (organized as a limited liability company outside the State of Louisiana), complete the information on the reverse.

STEP 4. PAYMENT INFORMATION Complete payment to file your annual report.

\$35 – State Fee
+ \$75 – Processing Fee
\$110 – TOTAL

Please make your check payable to:
WORKPLACE COMPLIANCE SERVICES
721 Government St. #103-118
Baton Rouge, LA 70802

Further assistance:
Call (877) 770-3555
All orders will be fulfilled and shipped from our corporate office in Lansing, MI

STEP 5. Authorization and Contact Information (to be signed by authorized manager of a manager-managed LLC or authorized member of a member-managed LLC)

I authorize an electronic signature on behalf of the limited liability company and understand that Workplace Compliance Services is not a government agency and is not providing legal advice.

Signature **REQUIRED**	Print Name Clearly
Email	Phone
	Date