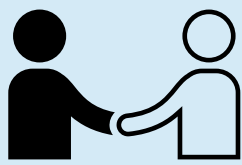


CA SOS FILING

INSTRUCTIONS

WHEN TO FILE



Partnerships need to be filed every other year in the month of registration



Corporations need to be filed every year in the month of registration



TIP: You can submit your **Statement of Information** as early as **five months** before it is due. Please be advised a **\$250 penalty** may apply for late filing, which increases the longer it remains overdue.

HOW TO FILE

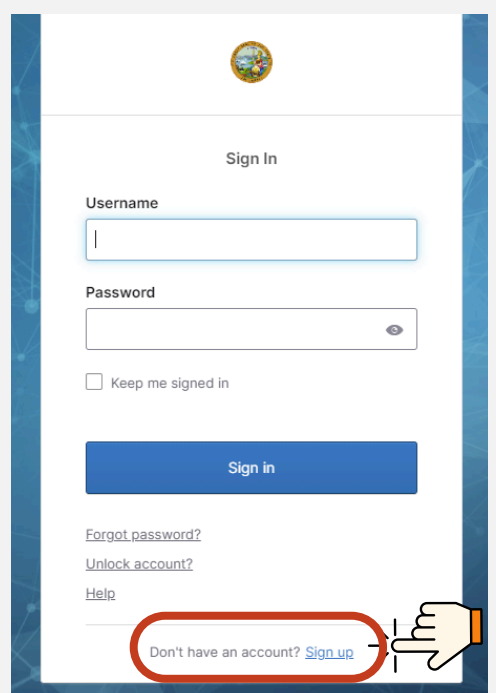
01

VISIT:
[HTTPS://BIZFILEONLINE.SOS.CA.GOV/](https://bizfileonline.sos.ca.gov/)

First time users:

- To file a document, click the **“Login”** button on right hand corner to create a user account
- At the bottom of the Login screen click on **“Don’t have an account? Sign Up”** and follow the prompts

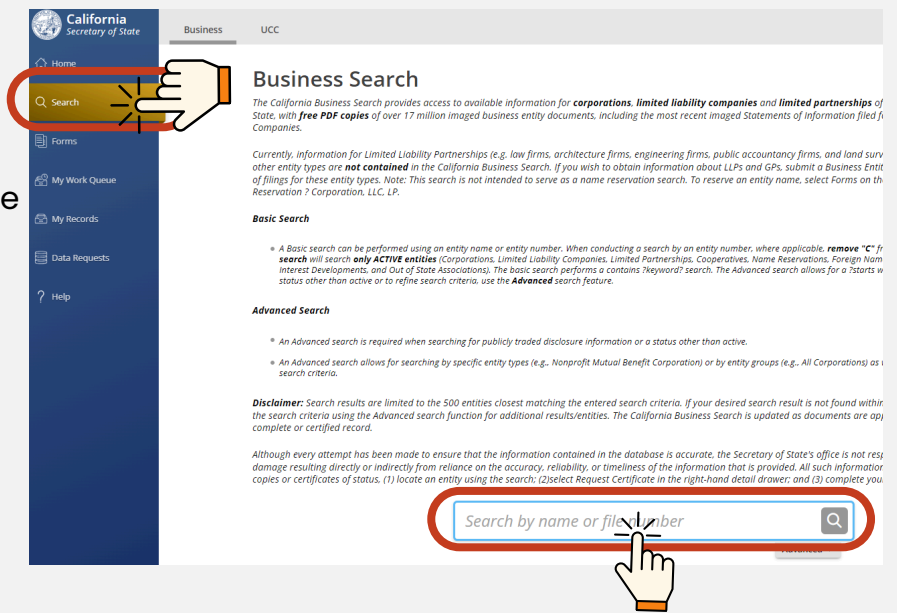
Please note that one login can be used for all entities



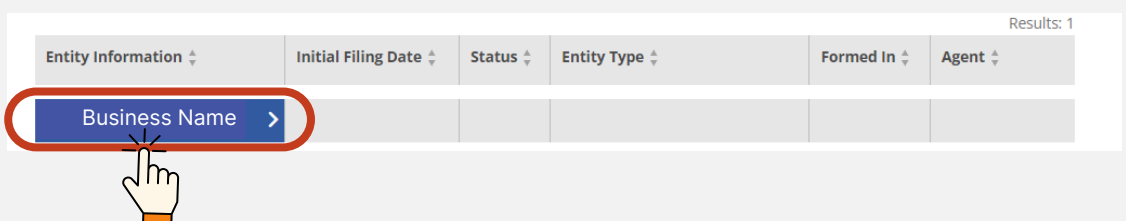
02

Go to **“Search”**

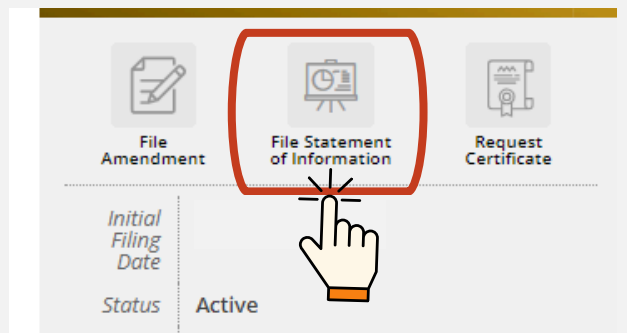
a. Search Business Name



b. Open Entity Information



c. File statement of information (right hand side) and follow the prompts to complete the form



03

Pay the filing fee of **\$20 using a Visa or Mastercard**

Please note that the payment cannot be made with ACH or American Express



CONTACT US



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