20
ANNUAL CERTIFICATE
LIMITED LIABILITY COMPANIES

Entity Name:

Filing Number:
Anniversary Date:

EVERY domestic and foreign limited liability company registered to do business in Oklahoma shall file a certificate each year on the anniversary date in the Office of the Secretary of State pursuant to the provisions of Title 18, Section 2055.2.

PLEASE NOTE:

- The **filing fee** is **$25.00**. If you have filed the Business Activity Tax, form BT-190, with the Oklahoma Tax Commission, then you must check the box below to claim the credit. If you claim this credit, please **DO NOT** include the $25.00 fee.

1. The limited liability company is currently an active business: **(check one)** ☐ Yes **OR** ☐ No
2. Street address of its principal place of business, wherever located:

Street Address (P.O. BOXES ARE NOT ACCEPTABLE)	City	State	Zip Code

3. **E-MAIL** address of the primary contact for the registered business:

- Notice of the Annual Certificate will **ONLY** be sent to the limited liability company at its last known electronic mail address of record.

☐ **ONLY** check here and sign below to **claim a credit** pursuant to the provisions of Title 18, Section 1142.2 for paying the **Business Activity Tax** to the **Oklahoma Tax Commission**; (405) 521-3160. By checking this box, you are certifying that you have filed the form BT-190 and paid the Business Activity Tax to the Oklahoma Tax Commission. If you filed a form 511-BT, you may **NOT** claim the $25.00 credit with the Oklahoma Secretary of State, and you will need to include your check in the amount of $25.00 to complete the filing.

A limited liability company that neglects, refuses or fails to file the annual certificate within sixty (60) days after the due date shall cease to be in good standing as a domestic limited liability company or registered as a foreign limited liability company in this state.

Signature of a Member or Manager | **Printed Name & Title of Signer**

To file an annual certificate online, please follow the directions below:

- Select Annual Certificate under Popular SOS Online Services at the following link: **https://www.sos.ok.gov/corp/filing.aspx**.
- Sign in with an individual's name and email address, and click on Start New to start a new Work ID.
- Enter the filing number and hit the spy glass. Click **NEXT** and answer all questions.
- Review the annual certificate for errors, and when satisfied click **SUBMIT**.
- Click **BEGIN CHECK OUT**, and register to create an account or a temporary account.
- Keep the Session ID information after submitting the filing(s). You will be notified via email when the filing has been processed and is available for download from the Briefcase tab.

Otherwise to ensure proper credit, you must return this notice along with your check in the amount of $25.00, payable to the OKLAHOMA SECRETARY OF STATE: 2300 N. Lincoln Blvd., Room 101, State Capitol, Oklahoma City, OK 73105-4897; Phone: (405) 522-2822; Fax: (405) 521-3771.