

# IMPORTANT NOTICE TO ALL GEORGIA CIVITAN CLUBS

Each year each incorporated Georgia Civitan Club is required by Georgia Law to file a corporate annual registration with the Georgia Secretary of State.

**NOTICE:** Failure to file this report may result in the Secretary of State to administratively dissolve your Civitan corporation. A corporation administratively dissolved by the Secretary of State requires the filing of a legal Notice to Reinstate and a \$250 filing fee.

The Civitan Club President should immediately check with your president elect, Secretary and Treasurer to determine if your annual registration has been filed. This year the filing deadline is April 1, 2022. Failing to file by the deadline will result in a \$25.00 late filing penalty.

The Secretary of State urges all corporations to file and pay the fees electronically. A copy of the notice from the Secretary of State is included below. If you have any problems filing or need further assistance you can contact the Corporations Division at 404-656-2817 or click on: [eCorp.sos.ga.gov](http://eCorp.sos.ga.gov).

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## NOTICE FROM SECRETARY OF STATE

Georgia Secretary of State's annual registration season for calendar year 2022 is from January 1, 2022 to April 1, 2022. Your annual registration must be postmarked by April 1, 2022. If your annual registration and payment are not postmarked by the April 1st deadline, you will be assessed a \$25.00 late filing penalty fee and/or your entity may be administratively dissolved or revoked by the Secretary of State. You may file an annual registration for a period up to and including 3 calendar years in advance.

To keep your entity in "Good Standing" with the Office of Secretary of State, we encourage you to file your annual registration online with a credit card at <https://ecorp.sos.ga.gov>, as soon as possible. The Corporations Division accepts Visa, MasterCard, Discover, American Express and ATM/Debit Cards with the Visa or MasterCard logo for online filings only. Our intuitive website allows you to file your annual registration without a username and password from the Express Annual Registration or One Click Annual Registration portions of the website.

The Express Annual Registration button allows you to make changes to your entity when filing your annual registration. The One Click Annual Registration button allows you to pay the annual registration quickly if there are no changes required to the entity. (You must also be current on all annual registration fees.)

Online Services – File annual registration with or without making changes after logging into [eCorp.sos.ga.gov](http://eCorp.sos.ga.gov). The filer will be able to review all filings and receipts in the filer's dashboard, and the annual registration and receipt will also be emailed to the filer.

**PLEASE NOTE THAT THIS NOTIFICATION MAY BE SENT TO MORE THAN ONE EMAIL ADDRESS ASSOCIATED WITH THIS ENTITY; PLEASE CHECK WITH ALL PARTIES ASSOCIATED WITH THIS ENTITY TO AVOID MULTIPLE FILINGS. ANNUAL REGISTRATION FEES ARE NON-REFUNDABLE.**

The annual registration fees are: \$50 for profit corporations, LLCs, and LPs; \$30 for nonprofit corporations; and \$25 for foreign LLPs. If the amount listed for your entity is more than the stated fees, then the total reflects amount(s) due from previous year(s) and any applicable late fee(s).

Annual registrations not processed online may be filed by mail and require a printed annual registration form and payment with a check, certified bank check or money order. Please mail your completed annual registration form to the following address: Office of Secretary of State, Annual Registration Filings, 2 Martin Luther King Jr. Dr., 313 West Tower, Atlanta, GA 30334.

A paper form may be printed from our website at <https://ecorp.sos.ga.gov>. All checks must be preprinted with a complete address in order to be accepted by our offices for processing. Absolutely no counter or starter checks will be accepted. We cannot accept cash for payment. Failure to adhere to these guidelines will delay or possibly reject your filing. Checks that are dishonored by your bank are subject to a \$30.00 NSF charge. Failure to honor your payment could result in a civil suit filed against you and/or your entity may be administratively dissolved or revoked by the Secretary of State. [See. O.C.G.A. §13-6-15 and Title 14, respectively.]