



Secretary of State
State of Oklahoma

20____
LIMITED LIABILITY COMPANY
ANNUAL CERTIFICATE

LLC Name & Address:

Filing Number: _____

Anniversary Date: _____

FILING FEE: \$25.00

In accordance with Title 18, Section 2055.2, EVERY domestic and foreign limited liability company, or registered series, registered to do business in Oklahoma shall file a certificate each year in the Office of the Secretary of State, on the anniversary date of its registration.

1. The limited liability company is currently an active business. (Check one.) ☐ YES ☐ 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 LLC:

Email address is REQUIRED in order to receive future annual certificate notices.

A limited liability company or registered series 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, registered as a foreign limited liability company, or registered series in this state.

Signature of a Member or Manager

Print Name & Title of Signer

Date

ANNUAL CERTIFICATE – ONLINE FILING

Annual Certificates may also be submitted electronically through our Online Business Filing System.

1. Go to the Secretary of State's home page at www.sos.ok.gov.
2. Select **"File Annual Certificates Electronically"** listed under **"MOST REQUESTED INFO"** on right side of page.
3. Enter an individual's name and email address as Contact information to receive email notice of when the filing has been processed. Click on **Continue**.
4. Click on box labeled **START NEW** to start a new Work ID.
5. Enter the LLC's filing number and click on the spy glass icon. Click **NEXT**.
6. Confirm LLC's legal name, filing number and information as it appears on each page. You may update address and email information, as necessary.
7. The last screen is a summary of the LLC's information. Review the information for any errors. When satisfied, click **SUBMIT**.
8. Click on **BEGIN CHECK OUT**. Click on **"Proceed as Guest"** unless you have an established account with the Secretary of State.
9. Keep the Session ID information after submitting filing(s). You will be notified by email when the filing has been processed and is available for download from your Briefcase. The Briefcase icon is located on the right side of the Business Services page.

To ensure proper credit and maintain the LLC's active status, submit the Annual Certificate online **OR** complete and return this form together with a check in the amount of \$25.00, made payable to the Oklahoma Secretary of State, to:
421 N.W. 13th, Suite 210, Oklahoma City, OK 73103.

Telephone: (405) 522-2520

**Oklahoma Secretary of State
Request to receive
documents electronically**

No need to wait on your filed documents to be mailed back to you. If you would like your filed documents returned electronically, please complete and attach this form to your documents. Complete ALL information below to receive an email which will contain a link to retrieve your filed documents. (Please print or type clearly.)

☐ Return filed documents electronically

Receipt will read as follows:

PERSONAL or BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PHONE OR CELL: _____

EMAIL ADDRESS: _____

(It is critical that the email address is correct, or you may not receive the notification of filing)