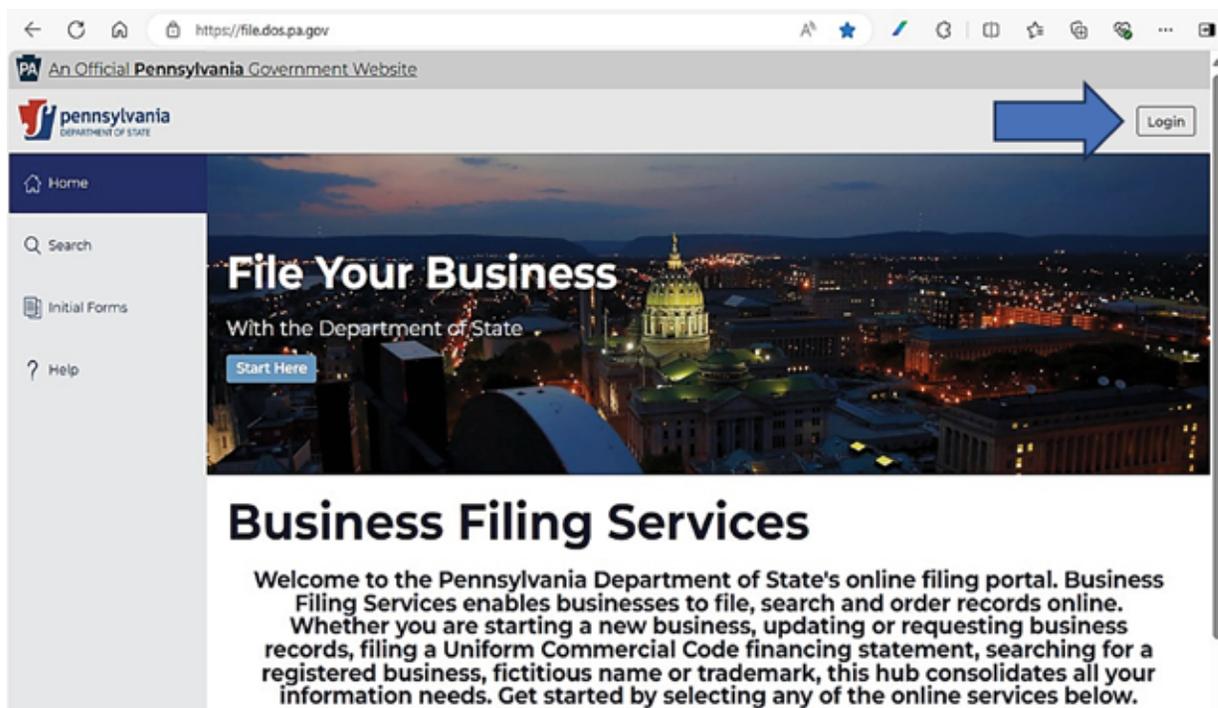


How to File an Annual Report in Business Filing Services

Step 1

Go to <https://file.dos.pa.gov>.

Click **Login** on the top right corner.



Step 2

Go to <https://hub.business.pa.gov/>.

Enter your username and password. Click Log in. New users should register for an account by clicking the Register button on the right.

For additional assistance with registering as a new user in the Hub, view the [Business One-Stop Shop guide](#).

NOTE: The Business Hub utilizes Keystone Login. If you have an existing Keystone Login from another Commonwealth system associated with your email address, use your existing information to Log in.

The screenshot shows the login page for the Pennsylvania Business One-Stop Shop Hub. The browser address bar displays <https://hub.business.pa.gov>. The page header includes the PA logo, "Business One-Stop Shop", and links for "Help Center" and "Feedback".

Welcome to Pennsylvania's Business One-Stop Shop Hub! The Hub is a business administration tool for business owners, business associates, and practitioners. Once logged in, you can create business profiles, store documents and checklists, quickly navigate to many other Commonwealth business systems, and more. Additionally, through the Hub, you can access the logged in version of the Department of State's Business Filing Services (BFS) to officially manage (e.g., register, amend, close, purchase documents, file annual reports, etc.) businesses/non-profits and/or Uniform Construction Code (UCC) records in PA. [Login](#) or [Register](#) using Keystone Login to get started.

Returning Hub/Business Filing Services Users and/or Users with an Existing Keystone Login

Login to the Hub below using your existing Keystone Login username and password. Use the [Forgot Username](#), [Forgot Password](#), and/or the [Need Your Account Unlocked](#) links for assistance, if necessary.

Username

Password

[Log in](#)

Powered by **KEYSTONE LOGIN**

[Forgot Username?](#)
[Forgot Password?](#)
[Need your account unlocked?](#)

New Hub/Business Filing Services Users without an Existing Keystone Login

If you have an existing Keystone Login from another Commonwealth system (e.g., Dept of Human Services, Dept of Labor and Industry, State Employees' Retirement System, etc.) you should use it to Login.

If you do not have an existing Keystone Login, start below by clicking Register.

NOTE: After creating a Keystone Login, you will be required to confirm a one-time passcode (OTP) when you first login.

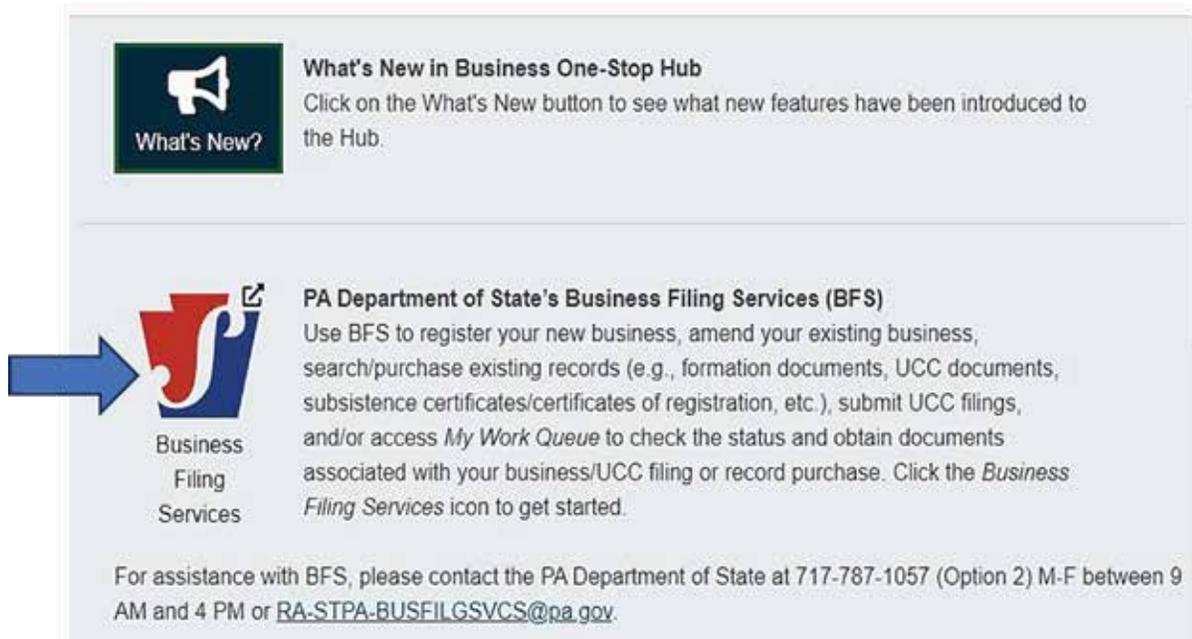
[Register](#)

Powered by **KEYSTONE LOGIN**

Step 3

Click the Department of State's Business Filing Services Logo.

NOTE: This will open in a separate tab.



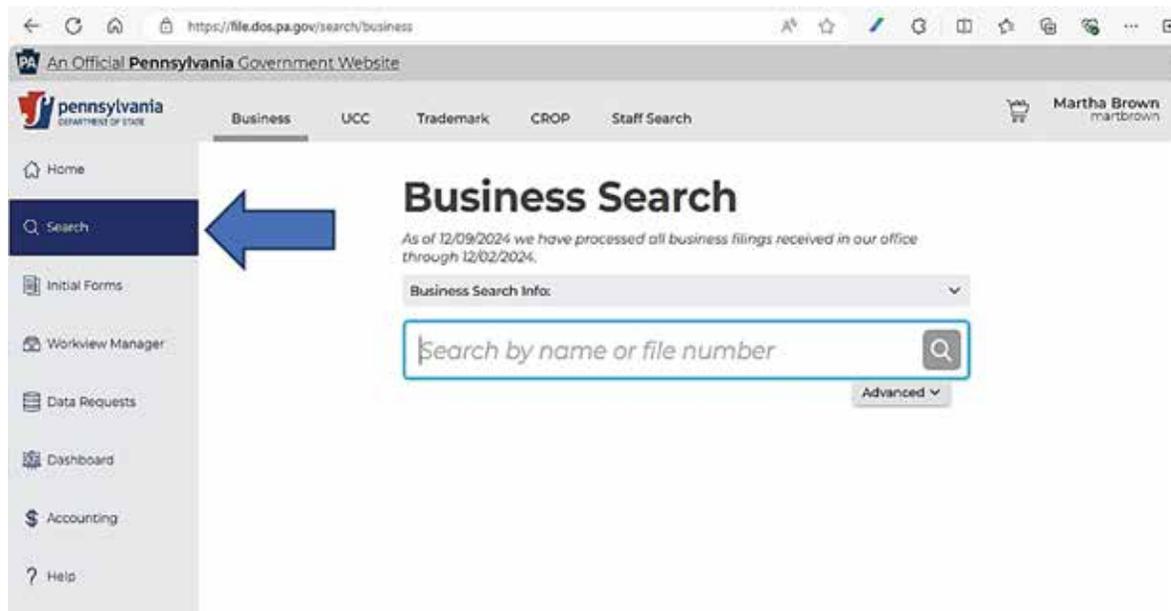
What's New in Business One-Stop Hub
Click on the What's New button to see what new features have been introduced to the Hub.

PA Department of State's Business Filing Services (BFS)
Use BFS to register your new business, amend your existing business, search/purchase existing records (e.g., formation documents, UCC documents, subsistence certificates/certificates of registration, etc.), submit UCC filings, and/or access *My Work Queue* to check the status and obtain documents associated with your business/UCC filing or record purchase. Click the *Business Filing Services* icon to get started.

For assistance with BFS, please contact the PA Department of State at 717-787-1057 (Option 2) M-F between 9 AM and 4 PM or RA-STPA-BUSFILGSVCS@pa.gov.

Step 4

Click on the **Search** tab on the left side panel.



https://file.dos.pa.gov/search/business

An Official Pennsylvania Government Website

Business UCC Trademark CROP Staff Search

Martha Brown martbrown

Home

Search

Initial Forms

Workview Manager

Data Requests

Dashboard

Accounting

Help

Business Search

As of 12/09/2024 we have processed all business filings received in our office through 12/02/2024.

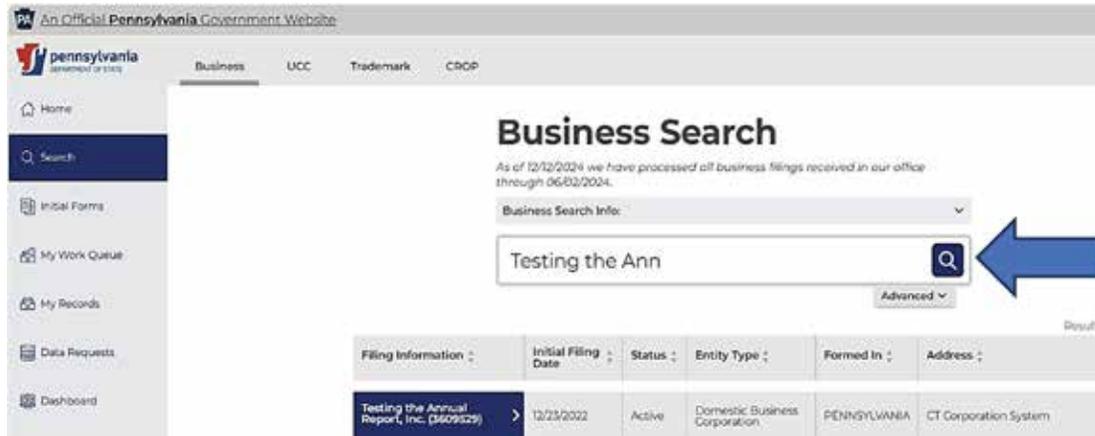
Business Search Info: [v]

Search by name or file number [Q]

Advanced [v]

Step 5

Search for the business/association by typing the name in the Search bar and clicking the search icon. 



Step 6

Select the business/association in the search results below the Search bar. Information regarding the business/association will display to the right of the search.

Click **File Annual Report**.



Step 7

The Annual Report form will open with information on file for the business/association.

The screenshot shows the 'Annual Report' form with a left-hand navigation menu. The 'Business Details' section is expanded, showing options for 'Registered Office', 'Principal Office', 'Government(s)', 'Officer(s)', 'Processing Fees', 'Confirm', and 'Sign and File Document'. The main content area is titled 'Annual Report -- General Information' and includes the following sections:

- Annual Report -- General Information:** A notice stating that most domestic and foreign filing associations are required to make an Annual Report with the Department of State pursuant to 28 Pa.C.S. § 1166 of the Pennsylvania Consolidated Statutes.
- DSCB-15-146 (rev. 3/2024):** A notice stating that in compliance with the requirements of 28 Pa.C.S. § 1166 (relating to annual report), the undersigned domestic or foreign association hereby states that:
- Record Information:** Fields for 'File number' (with a value of 00000000000000000000), 'Business name' (with a value of Testing the Annual Report, Inc.), 'Jurisdiction of formation' (with a value of PENNSYLVANIA), 'Filing type' (with a dropdown menu set to 'Domestic Business Corporation'), and 'Filing subtype' (with a dropdown menu set to 'Business').
- Email Address for Notifications:** A notice stating that the Department of State is required by law to notify companies of filing requirements, such as Annual Reports or Certificates of Annual Registration. The Department mails such notices to the registered office address on record with the Department. If you would like to receive such notices by email, please opt-in below. More than one email may be provided. Any emails provided will be for Department of State use only. Emails will not be sent or displayed.

At the bottom of the form, there are 'Save Draft' and 'Next Step' buttons.

NOTE: To opt in to email notifications regarding Annual Reports, please include at least one valid email address. Click **Next Step**.

This screenshot shows a closer view of the 'Email Address for Notifications' section of the form. The 'Filing subtype' dropdown is set to 'Business'. The 'Email Address for Notifications' section includes the following elements:

- Opt-in to Email Notifications:** A section with a 'Make a choice' label and two radio button options:
 - I would like to receive email notifications from the Department of State about required filings for this association or registration at the following email address(es). I understand that I will no longer receive paper notifications by mail.
 - I would like to continue to receive by mail all notifications from the Department of State about required filings for this association or registration.
- Email address(es) for notifications:** A table with three rows of email addresses, each with 'Copy' and 'Delete' buttons:

Email address(es) for notifications	
ThomasTesten@gmail.com	Copy Delete
AnnaAnnual@aol.com	Copy Delete
RealWorldReport@comcast.net	Copy Delete
- Add:** A button to add a new email address.

At the bottom of the form, there are 'Save Draft' and 'Next Step' buttons.

Step 8

Review the current registered office address or commercial registered office provider information. Select to change or not to change the registered office. Click **Next Step**.

NOTE: This step is mandatory. For additional information (shown on the right), click the **Help?** Button.

Current Registered Office or Commercial Registered Office Provider [Help?](#)

Search for Commercial Registered Office Provider (CROP)
Search for an existing Commercial Registered Office Provider.

CT Corporation System
Commercial Registered Office Provider

Venue and Publication County
DALPHIN

New Registered Office

Change Registered Office?*

Select one

I want to change the registered office

I do not want to change the registered office

Save Draft Previous Step **Next Step**

Help

Enter the registered office as presently identified in the records of the Department of State. This address must be in Pennsylvania.

Give one of the following: (a) the registered office address in the Commonwealth (b) or the name of a Commercial Registered Office Provider and the county of venue.

If the current registered address on file has been changed and the association's address differs from what is presently on the Department's records, the new registered office address or Commercial Registered Office Provider and county of venue should be identified. Under 15 Pa.C.S. § 135(c) (relating to addresses), an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.

Step 9

Review the current principal office address information. Click on the fields to add or edit the principal office address. Click **Next Step**.

NOTE: This step is mandatory. For additional information (shown on the right), click the **Help?** Button.

The screenshot displays a web form titled "Annual Report" with a sidebar menu on the left containing options like "Business Details", "Registered Office", "Principal Office", "Governor(s)", "Officer(s)", "Processing Fees", "Confirm", and "Sign and File Document". The main content area is titled "Principal Office" and contains the text "The address of the association's principal office" and "Click on the fields to edit." Below this are several input fields: "Address*" (containing "123 MAIN ST"), "STE/APT/FL", "Attention", "City*" (containing "HARRISBURG"), "State*" (containing "PA"), "ZIP code*" (containing "17120"), and "Country*" (containing "United States"). A blue arrow points to a "Help?" button in the top right corner of the form area. At the bottom of the form are "Save Draft", "Previous Step", and "Next Step" buttons. To the right of the form is a "Help" window with a close button (X) and the following text: "An association's principal office is where the association performs its primary executive functions, whether or not the office is located within the Commonwealth of Pennsylvania. An actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. This street address may be the same as the registered office address."

Step 10

Review the current governor information. You must include the name of at least one governor. You can add or delete as many governors as needed. Click **Next Step**.

NOTE: This step is mandatory. For additional information (shown on the right), click the **Help?** Button.

The screenshot displays the 'Annual Report' web application interface. On the left is a dark blue sidebar with a list of steps: Business Details, Registered Office, Principal Office, Governor(s), Officer(s), Processing Fees, Confirm, and Sign and File Document. The 'Governor(s)' step is selected. The main content area is titled 'Governor(s)' and contains the instruction 'The name of at least one governor'. Below this is a table with one row containing the name 'Thomas T. Tester'. The table has a search bar above it and 'Copy' and 'Delete' buttons for the entry. An 'Add' button is located below the table. A blue arrow points to a 'Help?' button in the top right corner of the main content area. A 'Help' popup window is open on the right side of the screen, providing a definition of a governor and a list of roles that qualify as governors. At the bottom of the application, there are buttons for 'Save Draft', 'Previous Step', and 'Next Step'.

Annual Report

- Business Details
- Registered Office
- Principal Office
- Governor(s)**
- Officer(s)
- Processing Fees
- Confirm
- Sign and File Document

Governor(s)

The name of at least one governor

Click on a row to edit. Use the delete button to remove any governors that are no longer serving.

Name of individual or entity
Thomas T. Tester

Copy Delete

Add

Help?

Help

A governor is a person who has authority to exercise the powers of an association and manage the activities and affairs thereof pursuant to the organic law and rules of the association. The term includes:

- A director of a corporation for profit or a shareholder of a statutory close corporation who is deemed to be a director under 15 Pa.C.S. 2332(a) (relating to management by shareholders).
- A director/member of an other body of a corporation not-for-profit.
- A partner of a limited liability general partnership
- A general partner of a limited partnership.
- A general partner of an electing partnership.
- A manager of a manager-managed limited liability company or a member who has the right to participate materially in the management of a member-managed limited liability company.
- A member of the board of governors of a professional association.
- A trustee of a business trust, common law business, or statutory trust.

Save Draft Previous Step Next Step

Step 11

Review the current principal officer(s) information. You can add or delete as many principal officers as needed. Click **Next Step**.

NOTE: This step is mandatory for certain businesses/associations. For additional information (shown on the right), click the **Help?** Button.

The screenshot shows the 'Annual Report' form with a sidebar on the left containing navigation options: Business Details, Registered Office, Principal Office, Governor(s), Officer(s) (selected), Processing Fees, Confirm, and Sign and File Document. The main content area is titled 'Principal Officer(s)' and includes a 'Help?' button. Below the title is a table with columns for 'Name of individual or organization', 'Position', and 'Other Position'. The table lists four officers: Pablo P. Perez (President), Viraj V. Vaslav (Vice President), Susan S. Smith (Secretary), and Tonya T. Thomas (Treasurer). Each row has 'Copy' and 'Delete' buttons. An 'Add' button is located below the table. At the bottom of the form are 'Save Draft', 'Previous Step', and 'Next Step' buttons. A blue arrow points from the 'Help?' button to the right, where a 'Help' popup is visible. The popup contains text explaining that the field is mandatory for all corporations and provides legal references.

Name of individual or organization	Position	Other Position	Copy	Delete
Pablo P. Perez	President		Copy	Delete
Viraj V. Vaslav	Vice President		Copy	Delete
Susan S. Smith	Secretary		Copy	Delete
Tonya T. Thomas	Treasurer		Copy	Delete

Help

This field is mandatory for all corporations (business and nonprofit). Officers include President, Secretary, Treasurer and any other such officers as may be authorized by the corporation. See 15 Pa.C.S. § 1732 and § 5732.

For other types of associations, this field is only required if the association has principal officers, as determined by its governors. Other association laws contemplate, but do not require, officers. See 15 Pa.C.S. § 8896.

Step 12

Review the processing fee information. The fee for all for-profit businesses/associations is \$7.00. The fee for all non-profit and not-for-profit businesses/associations is \$0.00. Click **Next Step**.

The screenshot shows a web interface for filing an Annual Report. On the left is a dark blue sidebar with a list of steps, each with a checkbox. The steps are: Business Details (checked), Registered Office (checked), Principal Office (checked), Governor(s) (checked), Officer(s) (checked), Processing Fees (unchecked), Confirm (unchecked), and Sign and File Document (unchecked). The 'Processing Fees' step is highlighted with a white background. The main content area is white and titled 'Annual Report' at the top. Below the title is the 'Processing Fee Information' section. It contains the following text: 'All fees are required at the time of submission. The fees of the Bureau are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.' Below this is the 'Processing Fee: \$7.00' section. It contains the text: 'You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s). All fees may be paid by Visa, Mastercard, or Customer Deposit Account.' Below this text are the logos for VISA and Mastercard. At the bottom of the main content area, there is a paragraph: 'If you have a deposit account with the Pennsylvania Department of State that has sufficient funds available, the deposit account may be used for payment.' At the bottom of the page, there are three buttons: 'Save Draft' (light blue), 'Previous Step' (light blue), and 'Next Step' (dark blue).

Annual Report

- Business Details
- Registered Office
- Principal Office
- Governor(s)
- Officer(s)
- Processing Fees
- Confirm
- Sign and File Document

Processing Fee Information

All fees are required at the time of submission. The fees of the Bureau are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.

Processing Fee: \$7.00

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

All fees may be paid by Visa, Mastercard, or Customer Deposit Account.

If you have a deposit account with the Pennsylvania Department of State that has sufficient funds available, the deposit account may be used for payment.

Save Draft Previous Step Next Step

Step 13

Review and confirm all information provided for your Annual Report submission. Click **Next Step**.

Annual Report

- Business Details
- Registered Office
- Principal Office
- Governor(s)
- Officer(s)
- Processing Fees
- Confirm
- Sign and File Document

Confirm
Review your submission below to confirm the information is exactly as it is to appear on the records of the Pennsylvania Department of State.

Business Details

Report Information

File number	0003609529
Business name	Testing the Annual Report, Inc.
Jurisdiction of formation	PENNSYLVANIA
Filing type	Domestic Business Corporation
Filing subtype	Business

Email Address for Notifications

Opt in to Email Notifications I would like to receive email notifications from the Department of State about required filings for this association or registration at the following email address(es). I understand that I will no longer receive paper notifications by mail.

Email address(es) for notifications

ThomasToster@gmail.com
AnnieAnnual@aol.com
RashadReport@comcast.net

Save Draft Previous Step **Next Step**

Annual Report

- Business Details
- Registered Office
- Principal Office
- Governor(s)
- Officer(s)
- Processing Fees
- Confirm
- Sign and File Document

Registered Office
Current Registered Office or Commercial Registered Office Provider

Search for Commercial Registered Office Provider (CROP) CT Corporation System
Commercial Registered Office Provider

New Registered Office

Change Registered Office? I do not want to change the registered office

Principal Office
Principal Office

Address 123 MAIN ST
HARRISBURG, PA 17130-0001

Governor(s)
Governor(s)

Name of individual or entity
Thomas T. Toster

Officer(s)
Principal Officer(s)

Name of individual or organization	Position	Other Position
Pablo P. Perez	President	
Vinay V. Vassav	Vice President	
Susan S. Smith	Secretary	
Tonya T. Thomas	Treasurer	

Save Draft Previous Step **Next Step**

Step 14

Review, confirm, and click the checkbox for all declarations. Then, electronically sign the Annual Report, including the title of the signatory, and select **Today** for the date. Click **File Online**.

Annual Report

- Business Details
- Registered Office
- Principal Office
- Governor(s)
- Officer(s)
- Processing Fees
- Confirm
- Sign and File Document

Electronic Signature

Read and check each declaration prior to signing this document.

- I have reviewed the information submitted as part of this online form. I understand that it is public information and will appear exactly as I have entered it.*
- I verify that I am the person whose signature appears on the filing, that I am authorized to execute this document on behalf of the above-named association and that the information I am submitting is true in all material respects. In lieu of the foregoing statement, as a service company or law firm representative, I verify that I am authorized to submit this document on behalf of the above-named client.*
- I verify that I have electronically signed and submitted this document on behalf of the above-named association.*

IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative

Signer's Capacity refers to the position or title of the authorized representative executing this filing. It includes such terms as: member, manager, partner, director, chairman, president, secretary, treasurer, trustee, executor or power of attorney. *Signer's capacity* does not include terms such as Mr., Mrs., Dr. or initials.

Signer's Capacity*	Signature*	Date*
<input type="text"/>	<input type="text" value="(Enter full name of authorized signer)"/>	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="Today"/>

File Online Print and Mail

Save Draft Previous Step

Annual Report

- Business Details
- Registered Office
- Principal Office
- Governor(s)
- Officer(s)
- Processing Fees
- Confirm
- Sign and File Document

Electronic Signature

Read and check each declaration prior to signing this document.

- I have reviewed the information submitted as part of this online form. I understand that it is public information and will appear exactly as I have entered it.*
- I verify that I am the person whose signature appears on the filing, that I am authorized to execute this document on behalf of the above-named association and that the information I am submitting is true in all material respects. In lieu of the foregoing statement, as a service company or law firm representative, I verify that I am authorized to submit this document on behalf of the above-named client.*
- I verify that I have electronically signed and submitted this document on behalf of the above-named association.*

IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative

Signer's Capacity refers to the position or title of the authorized representative executing this filing. It includes such terms as: member, manager, partner, director, chairman, president, secretary, treasurer, trustee, executor or power of attorney. *Signer's capacity* does not include terms such as Mr., Mrs., Dr. or initials.

Signer's Capacity*	Signature*	Date*
<input type="text" value="Director"/>	<input type="text" value="Thomas T. Tester"/>	<input type="text" value="12/32/2024"/> <input type="button" value="Today"/>

File Online Print and Mail

Save Draft Previous Step

Step 15

Submit online payment information. Once payment is approved, the **Payment Successful** screen will appear. The Annual Report filing will be automatically processed, and you can select the Form tab to view and download the approved Annual Report filing.

NOTE: Non-profit and not-for-profit businesses/associations will skip the payment input information page and immediately receive the **Payment Successful** screen.



Example

Filed and Approved Annual Report





0012936350

B0495-7972 12/12/2024 1:53 PM Received by Pennsylvania Department of State



COMMONWEALTH OF PENNSYLVANIA
 Department of State
 Bureau of Corporations and Charitable Organizations
 PO Box 8722
 Harrisburg, Pennsylvania 17105-8722
ANNUAL REPORT
 Fee: \$7

Pennsylvania Department of State

-FILED-

Amendment #: 0012936350
 Date Filed: 12/12/2024

In compliance with the requirements of [15 Pa.C.S. § 146](#) (relating to annual report), the undersigned domestic or foreign association hereby states that:

Record Information		
File number	0003609529	
Business name	Testing the Annual Report, Inc.	
Jurisdiction of formation	PENNSYLVANIA	
Filing type	Domestic Business Corporation	
Filing subtype	Business	
Current Registered Office or Commercial Registered Office Provider		
Search for Commercial Registered Office Provider (CROP)	CT Corporation System Commercial Registered Office Provider	
Venue and Publication County	DAUPHIN	
Principal Office		
The address of the association's principal office		
Click on the fields to edit.		
Address	123 MAIN ST HARRISBURG, PA 17120-0001	
Governor(s)		
The name of at least one governor		
Name of individual or entity		
<input checked="" type="checkbox"/> Thomas T. Tester		
Principal Officer(s)		
The names and titles of the persons who are its principal officers, if any, as determined by its governors		
Name of individual or organization	Position	Other Position
<input checked="" type="checkbox"/> Pablo P. Perez	President	
<input checked="" type="checkbox"/> Viraj V. Vasav	Vice President	
<input checked="" type="checkbox"/> Susan S. Smith	Secretary	
<input checked="" type="checkbox"/> Tonya T. Thomas	Treasurer	
Electronic Signature		
IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative		
Director	<i>Thomas T. Tester</i>	<i>12/12/2024</i>
Signer's Capacity	Sign Here	Date