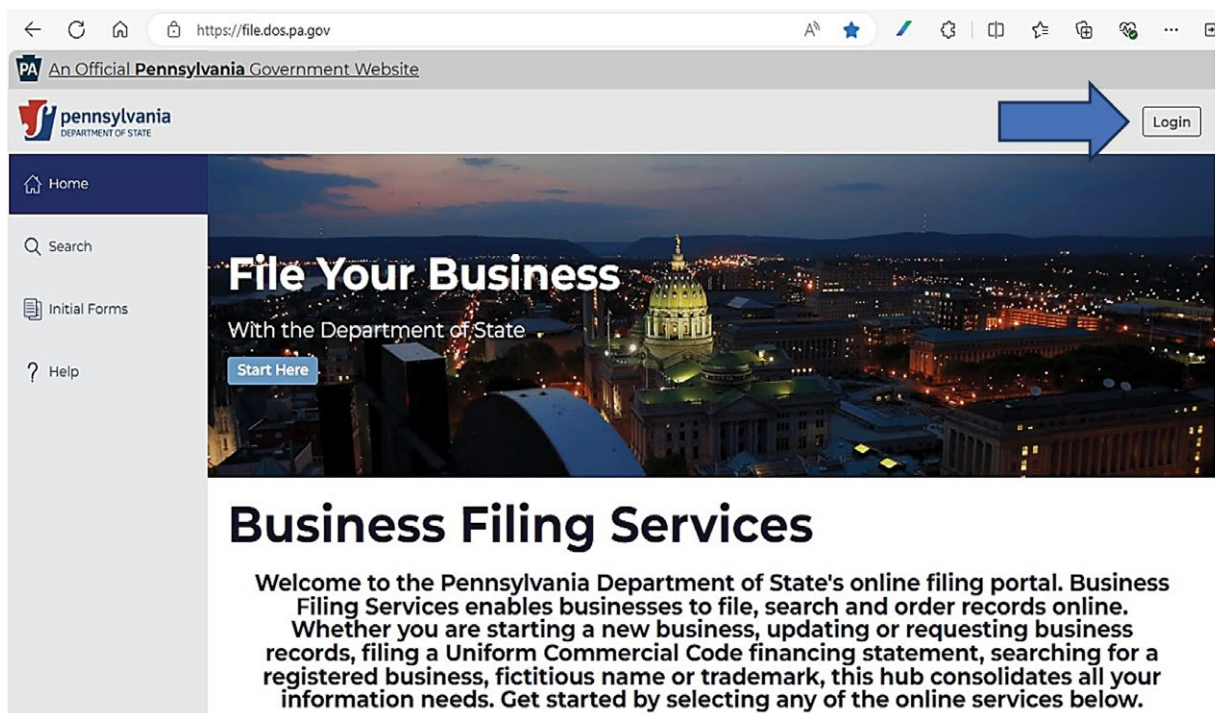


Cómo registrar un Reporte Anual en Servicios de Presentación Empresarial

Paso 1

Diríjase a <https://file.dos.pa.gov>.

Seleccione Acceso “Login” en la esquina superior derecha.



Paso 2

En la pagina <https://hub.business.pa.gov/> ingrese su nombre de usuario y contraseña.

Haga clic en Acceso “Login”. Los nuevos usuarios deben registrar un perfil haciendo clic en el botón registro “Register” a la derecha.

Para obtener ayuda adicional para registrar un nuevo perfil, consulte la guía de Servicios integrales para empresas.

NOTA: El sitio web de Servicios Integrales para Empresas utiliza Keystone para el inicio de sesión. Si ya tiene un perfil de Keystone de otro sistema del estado asociado a su dirección de correo electrónico, utilice su información actual para iniciar sesión.

PA Pennsylvania Business One-Stop Shop

About Help Center Contact Us

Welcome to Pennsylvania's Business Hub!

Need Help?

For help with an existing login account, please use the following options:

[Forgot Username?](#)

[Forgot Password?](#)

[Need your account unlocked?](#)

For help with common business processes, see our guides below:

[File Annual Report](#) [Close a Business](#)

[Register a Business](#) [Check a Status](#)

[Amend a Business](#) [Find Existing Documents](#)

Explore the [Help Center](#) for additional business guides and resources.

Contact the Keystone Login Help Desk for additional help with:

[Disabled Accounts](#) [User Profile Changes](#)

[One-Time Passcodes \(OTP\)](#) [User Account Creation/Login](#)

[PALogin Account Migration](#)

[877-328-0995](tel:877-328-0995) or keystoneloginsupport@randstadusa.com

Login or create a login account to access the Business Hub. Once logged in, use Business Filing Services (BFS) to manage a business or UCC record in Pennsylvania.

Username:

Password:

[Login](#) [Create Login Account](#)

Powered by PA KEYSTONE LOGIN

Helpful Tip: For the best experience, we recommend using a laptop or desktop computer

Login if you have an:

[Existing Business Hub Account](#)

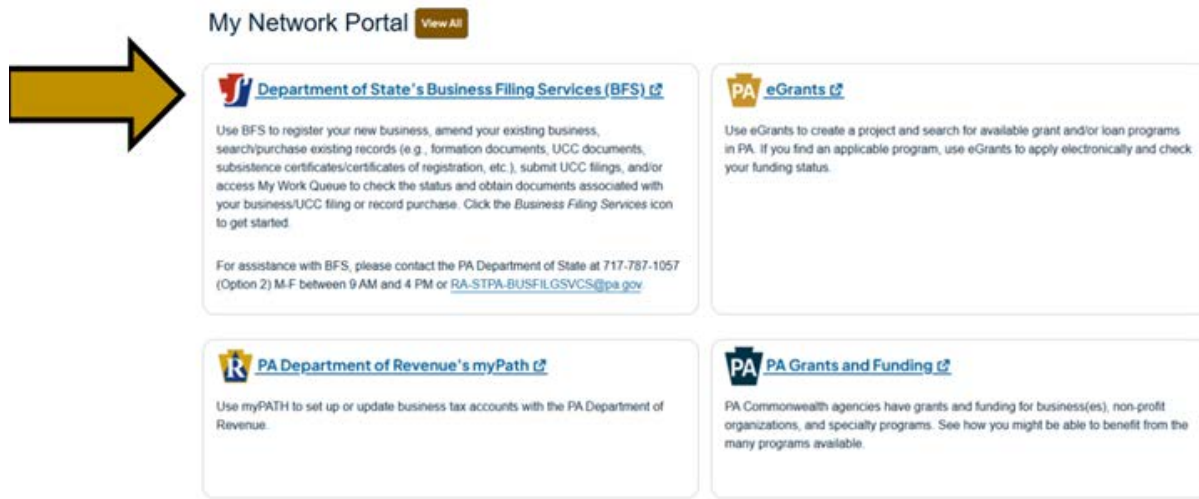
[Existing Keystone Login Account](#)

Not sure if you have a login account? Attempt to create one. After creating a new login account, you can search for existing business records in Business Filing Services.

Paso 3

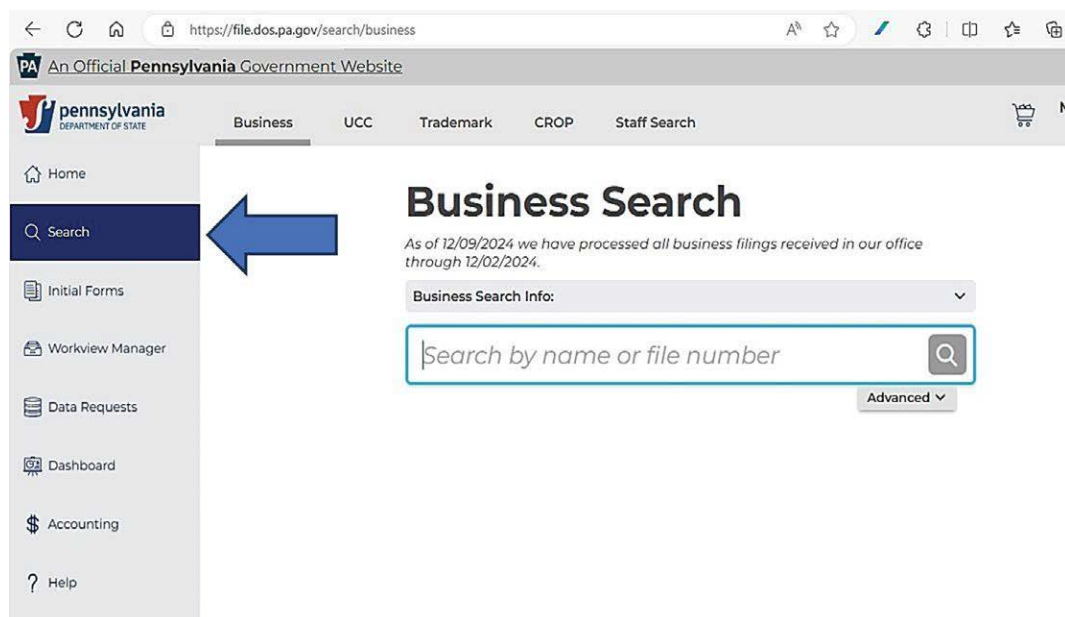
Haga clic en el logo de Servicios de Presentación Empresarial del Departamento de Estado “Business Filing Services”.

NOTA: Esto se abrirá en una pestaña separada.



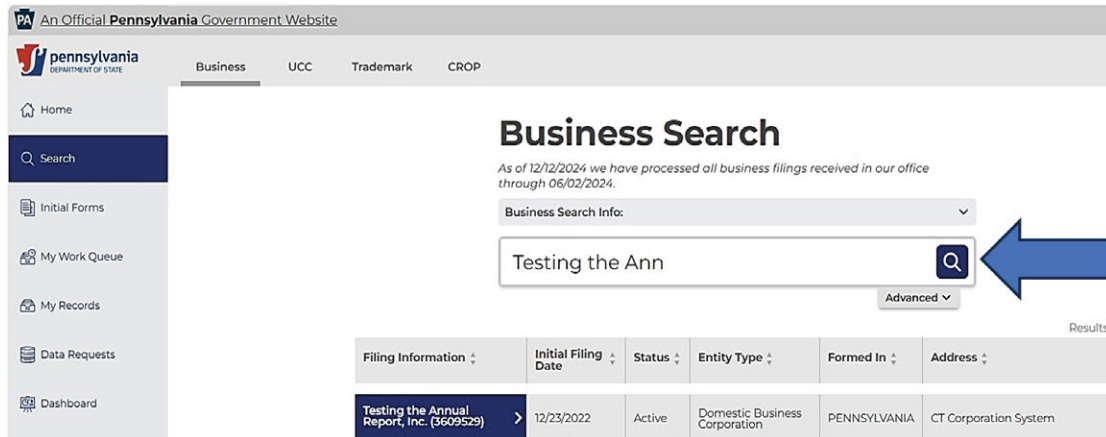
Paso 4

Haga clic en Buscar “Search” en el panel lateral izquierdo.




Paso 5


Busque la empresa/asociación escribiendo el nombre en la barra de búsqueda y haciendo clic en el icono de búsqueda. 




Business Search








As of 12/12/2024 we have processed all business filings received in our office through 06/02/2024.

Business Search Info: 

Testing the Ann 

Advanced 

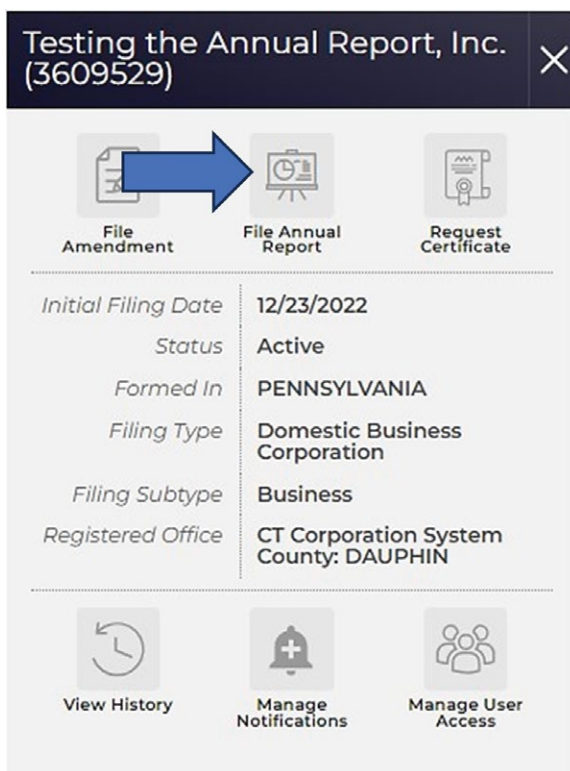
Results:


Filing Information 	Initial Filing Date 	Status 	Entity Type 	Formed In 	Address 
Testing the Annual Report, Inc. (3609529) 	12/23/2022	Active	Domestic Business Corporation	PENNSYLVANIA	CT Corporation System





Paso 6

Seleccione la empresa/asociación en los resultados de búsqueda, debajo de la barra de búsqueda. La información sobre la empresa/asociación se mostrará a la derecha de la búsqueda.

Haga clic en Registrar Reporte Anual “File Annual Report”.





Testing the Annual Report, Inc. (3609529) 

File Amendment File Annual Report Request Certificate

Initial Filing Date	12/23/2022
Status	Active
Formed In	PENNSYLVANIA
Filing Type	Domestic Business Corporation
Filing Subtype	Business
Registered Office	CT Corporation System County: DAUPHIN

View History Manage Notifications Manage User Access

Paso 7

Se abrirá el formulario de Reporte Anual con la información registrada de la empresa/asociación.

The screenshot shows the 'Annual Report' form with the 'General Information' tab selected. The left sidebar contains a list of steps: Business Details (selected), Registered Office, Principal Office, Governor(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:

- Record Information:** Fields for File number (0000000000), Business name (Testing the Annual Report, Inc.), Jurisdiction of formation (PENNSYLVANIA), Filing type (Domestic Business Corporation), and Filing subtype (Business).
- Email Address for Notifications:** A section explaining that the Department of State is required by law to notify companies of filing requirements. It includes a 'Next Step' button.

NOTA: Para recibir notificaciones por correo electrónico sobre los Reportes Anuales, incluya al menos una dirección de correo electrónico válida. Haga clic en Próximo paso “Next Step”.

This screenshot shows the 'Email Address for Notifications' section of the form. It includes the following elements:

- Filing subtype:** A dropdown menu set to 'Business'.
- Email Address for Notifications:** A section explaining the requirement to provide an email address for notifications.
- Opt-in to Email Notifications:** Two radio buttons: '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.' (selected) and '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: ThomasTesten@gmail.com, AnnieAnnual@aol.com, and RefreshReport@comcast.net. Each row has 'Copy' and 'Delete' buttons.
- Add:** A button to add a new email address.
- Save Draft:** A button at the bottom left.
- Next Step:** A button at the bottom right.

Paso 8

Revise la dirección actual del domicilio social o la información del proveedor del domicilio social comercial. Seleccione si desea cambiar o no el domicilio social. Haga clic en Próximo Paso “Next Step”.

NOTA: Este paso es obligatorio. Para obtener más información (mostrada a la derecha), haga clic en el botón ¿Ayuda? “Help”.

☒ Business Details

☐ Registered Office

☐ Principal Office

☐ Governor(s)

☐ Officer(s)

☐ Processing Fees

☐ Confirm

☐ Sign and File Document

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
DAUPHIN

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.

Paso 9

Revise la información actual de la dirección de la oficina principal. Haga clic en los campos para agregar o editar la dirección. Haga clic en Próximo paso “Next Step”.

NOTA: Este paso es obligatorio. Para obtener más información (mostrada a la derecha), haga clic en el botón ¿Ayuda? “Help”.

The screenshot displays the 'Annual Report' form for the 'Principal Office' section. On the left, a sidebar lists steps: Business Details, Registered Office, Principal Office (selected), Governor(s), Officer(s), Processing Fees, Confirm, and Sign and File Document. The main form area is titled 'Principal Office' and contains the instruction 'The address of the association's principal office' and 'Click on the fields to edit.' Below this are input fields for Address* (123 MAIN ST), STE/APT/FL, Attention, City* (HARRISBURG), State* (PA), ZIP code* (17120), and Country* (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' sidebar with a close button (X) and text explaining that the principal office is where the association performs its primary executive functions and must be within the Commonwealth of Pennsylvania.

Annual Report

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

Principal Office

The address of the association's principal office

Click on the fields to edit.

Address*
123 MAIN ST

STE/APT/FL

Attention

City* State* ZIP code*
HARRISBURG PA 17120

Country*
United States

Help ?

Save Draft Previous Step Next Step

Help

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.

Paso 10

Revise la información actual del gobernador. Debe incluir el nombre de al menos un gobernador. Puede agregar o eliminar tantos gobernadores como necesite. Haga clic en Próximo Paso “Next Step”.

NOTA: Este paso es obligatorio. Para obtener más información (mostrada a la derecha), haga clic en el botón ¿Ayuda? “Help”.

The screenshot shows a web form titled "Annual Report" with a sidebar on the left containing several checkboxes: "Business Details", "Registered Office", "Principal Office", "Governor(s)", "Officer(s)", "Processing Fees", "Confirm", and "Sign and File Document". The "Governor(s)" checkbox is selected. The main form area is titled "Governor(s)" and contains the instruction "The name of at least one governor". Below this, it says "Click on a row to edit. Use the delete button to remove any governors that are no longer serving." There is a table with one row containing the name "Thomas T. Tester" and buttons for "Copy" and "Delete". An "Add" button is at the bottom of the table. A blue arrow points from the "Help ?" button in the top right corner of the form area to the "Help" sidebar. The sidebar contains a definition of a governor and a list of roles: "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.", and "A trustee of a business trust, common law business, or statutory trust." At the bottom of the form, 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

Paso 11

Revise la información actual de los Oficiales Principales. Puede agregar o eliminar tantos oficiales como necesite. Haga clic en Próximo Paso “Next Step”.

NOTE: Este paso es obligatorio para ciertas empresas/asociaciones. Para obtener más información (mostrada a la derecha), haga clic en el botón ¿Ayuda? “Help”.

Annual Report

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

Principal Officer(s)

The names and titles of the persons who are its principal officers, if any, as determined by its governors

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

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

Add

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.

Save Draft
Previous Step
Next Step

Paso 12

Revise la información sobre la tarifa de procesamiento. La tarifa para empresas/asociaciones de lucro es de \$7.00. La tarifa para empresas/asociaciones sin ánimos de lucro es de \$0.00. Haga clic en Proximo Paso “Next Step”.

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

Paso 13

Revise y confirme toda la información proporcionada para el envío de su Reporte Anual. Haga clic en Proximo Paso “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
Record 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

ThomasTester@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 17120-0001

Governor[s]
Governor[s]

Name of individual or entity

Thomas T. Tester

Officer[s]
Principal Officer[s]

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

Save Draft Previous Step Next Step

Paso 14

Revise, confirme y marque la casilla correspondiente a todas las declaraciones. A continuación, firme electrónicamente el Reporte Anual, incluyendo la capacidad del firmante, y seleccione Hoy “Today” como fecha. Haga clic en Archivo En Línea “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*

 (Enter full name of authorized signer) MM/DD/YYYY **Today**

☒ File Online ☐ Print and Mail

Save Draft Previous Step **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.*

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Signer's Capacity* Signature* Date*

Director Thomas T. Tester 12/2/2024 **Today**

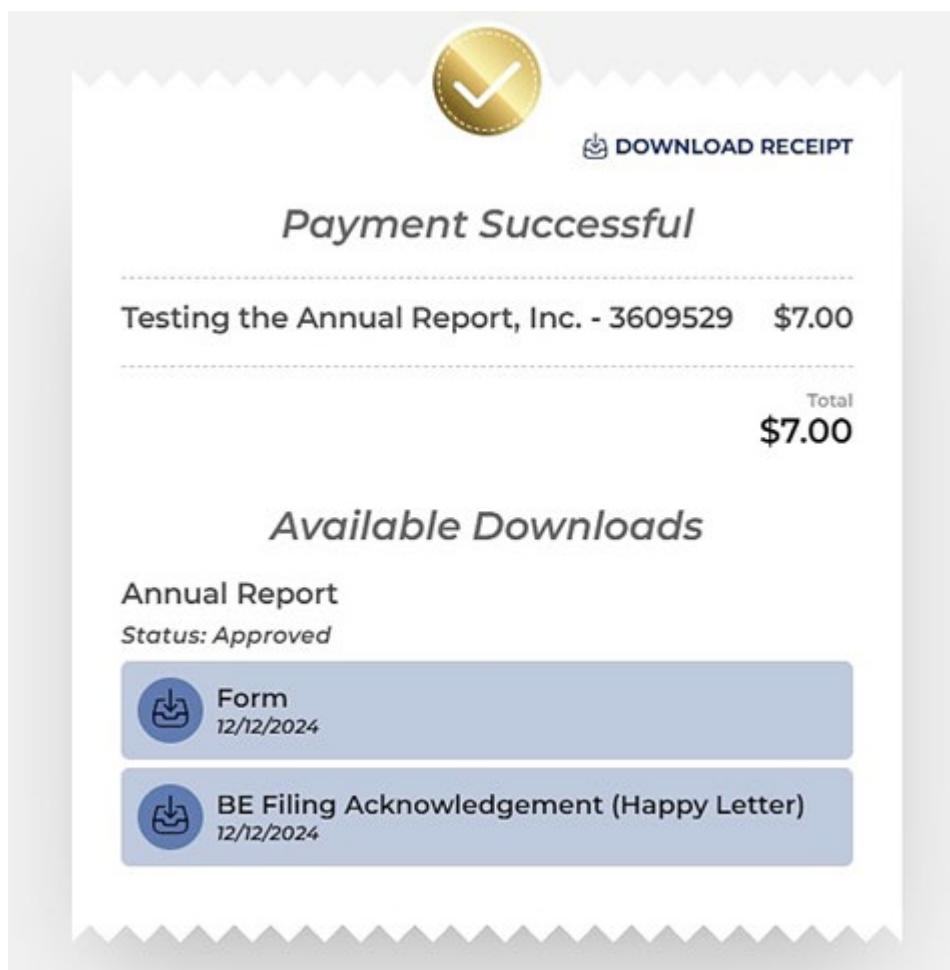
☒ File Online ☐ Print and Mail

Save Draft Previous Step **File Online**

Paso 15

Envíe la información de pago en línea. Una vez aprobado el pago, aparecerá la pantalla de Pago Correcto. La presentación del Reporte Anual se procesará automáticamente y podrá seleccionar la pestaña Formulario para ver y descargar el reporte aprobado.

NOTE: Las empresas y asociaciones sin animo de lucro omitirán la página de ingreso de información de pago y verán inmediatamente la pantalla de Pago Correcto.



Ejemplo de Reporte Anual presentado y aprobado

	COMMONWEALTH OF PENNSYLVANIA Department of State Bureau of Corporations and Charitable Organizations PO Box 8722 Harrisburg, Pennsylvania 17105-8722 ANNUAL REPORT Fee: \$7	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">-FILED- Amendment #: 0012936350 Date Filed: 12/12/2024</div> <div style="font-size: small;">B0495-7972 12/12/2024 1:53 PM Received by Pennsylvania Department of State</div>															
<p>In compliance with the requirements of 15 Pa.C.S. § 146 (relating to annual report), the undersigned domestic or foreign association hereby states that:</p>																	
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Record Information</div><div style="width: 55%;"></div></div> <table style="width: 100%;"><tr><td style="width: 45%;">File number</td><td>0003609529</td></tr><tr><td>Business name</td><td>Testing the Annual Report, Inc.</td></tr><tr><td>Jurisdiction of formation</td><td>PENNSYLVANIA</td></tr><tr><td>Filing type</td><td>Domestic Business Corporation</td></tr><tr><td>Filing subtype</td><td>Business</td></tr></table>			File number	0003609529	Business name	Testing the Annual Report, Inc.	Jurisdiction of formation	PENNSYLVANIA	Filing type	Domestic Business Corporation	Filing subtype	Business					
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<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Principal Officer(s)</div><div style="width: 55%;"></div></div> <p>The names and titles of the persons who are its principal officers, if any, as determined by its governors</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 45%;">Name of individual or organization</th><th style="width: 25%;">Position</th><th style="width: 30%;">Other Position</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> Pablo P. Perez</td><td>President</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Viraj V. Vasav</td><td>Vice President</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Susan S. Smith</td><td>Secretary</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Tonya T. Thomas</td><td>Treasurer</td><td></td></tr></tbody></table>			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	
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<input checked="" type="checkbox"/> Susan S. Smith	Secretary																
<input checked="" type="checkbox"/> Tonya T. Thomas	Treasurer																
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Electronic Signature</div><div style="width: 55%;"></div></div> <p>IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative</p> <table style="width: 100%;"><tr><td style="width: 33%;">Director</td><td style="width: 33%;">Thomas T. Tester</td><td style="width: 33%;">12/12/2024</td></tr><tr><td>Signer's Capacity</td><td>Sign Here</td><td>Date</td></tr></table>			Director	Thomas T. Tester	12/12/2024	Signer's Capacity	Sign Here	Date									
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