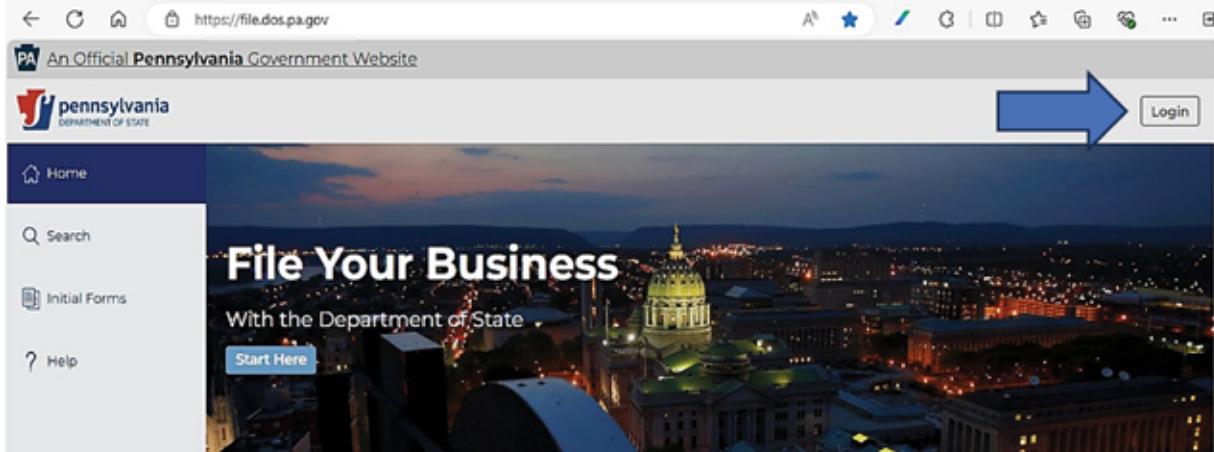


# How to File an Annual Report in Business Filing Services

## Step 1

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

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



The screenshot shows a web browser window for the Pennsylvania Business Filing Services website. The address bar displays the URL <https://file.dos.pa.gov>. The page header includes the Pennsylvania Department of State logo and the text "An Official Pennsylvania Government Website". A large blue arrow points to the "Login" button in the top right corner. The main content area features a banner with the text "File Your Business With the Department of State" and a "Start Here" button. Below the banner, a large image of the Pennsylvania State Capitol building at night is visible. The left sidebar contains links for "Home", "Search", "Initial Forms", and "Help". A welcome message at the bottom of the page reads: "Welcome to the Pennsylvania Department of State's online filing portal. Business Filing Services enables businesses to file, search and order records online. Whether you are starting a new business, updating or requesting business records, filing a Uniform Commercial Code financing statement, searching for a registered business, fictitious name or trademark, this hub consolidates all your information needs. Get started by selecting any of the online services below."

## 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.

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:

<a href="#">File Annual Report</a>	<a href="#">Close a Business</a>
<a href="#">Register a Business</a>	<a href="#">Check a Status</a>
<a href="#">Amend a Business</a>	<a href="#">Find Existing Documents</a>

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

Contact the Keystone Login Help Desk for additional help with:

<a href="#">Disabled Accounts</a>	<a href="#">User Profile Changes</a>
<a href="#">One-Time Passcodes (OTP)</a>	<a href="#">User Account Creation/Login</a>
<a href="#">PA Login Account Migration</a>	

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

Login if you have an:

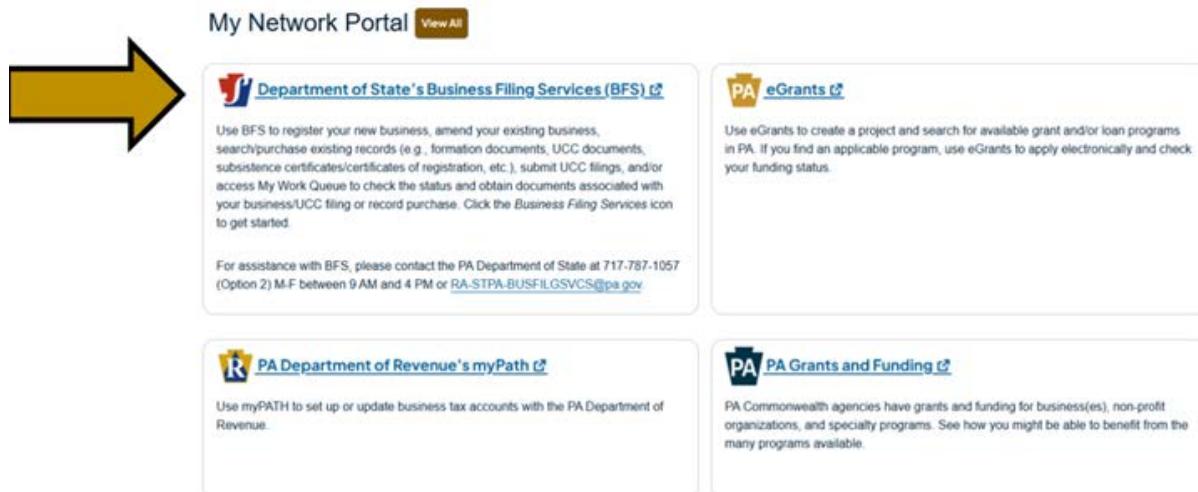
Existing [Business Hub Account](#)  
Existing [Keystone Login Account](#)

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.

## Step 3

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

**NOTE:** This will open in a separate tab.



My Network Portal [ViewAll](#)

**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](mailto:RA-STPA-BUSFILGSVCS@pa.gov).

**PA Department of Revenue's myPath **

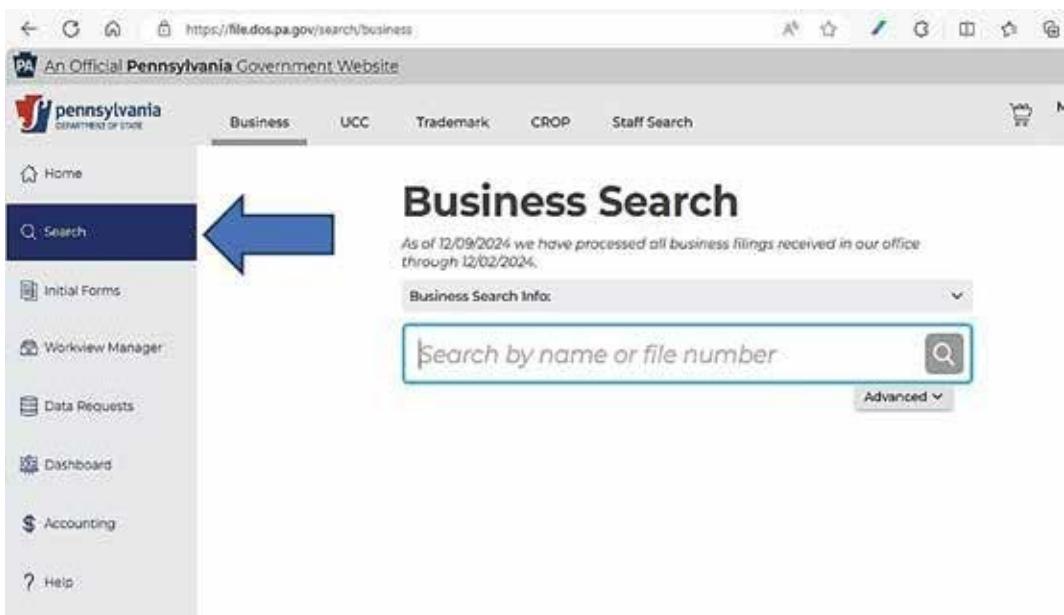
Use myPATH to set up or update business tax accounts with the PA Department of Revenue.

**PA Grants and Funding **

PA Commonwealth agencies have grants and funding for business(es), non-profit organizations, and specialty programs. See how you might be able to benefit from the many programs available.

## Step 4

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



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

An Official Pennsylvania Government Website

**pennsylvania** DEPARTMENT OF STATE

Business UCC Trademark CROP Staff Search

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.

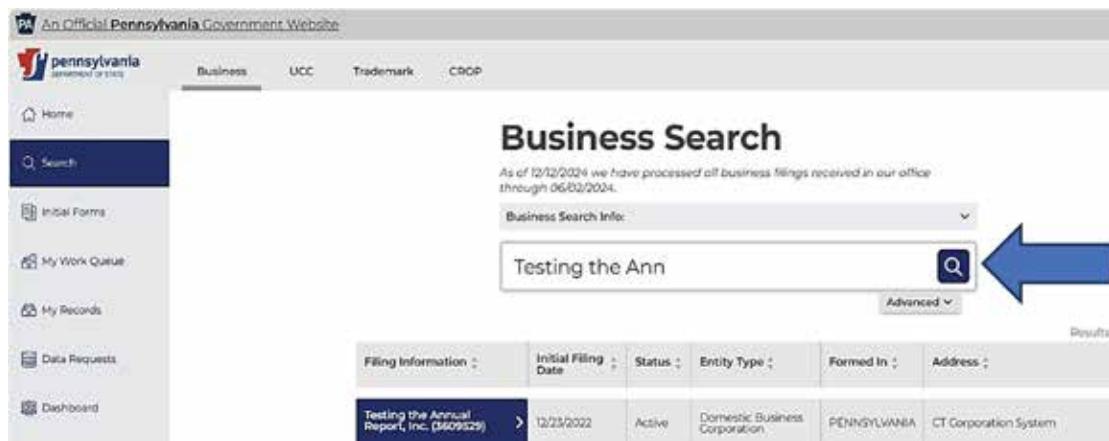
Business Search Info:

Search by name or file number  

Advanced 

## Step 5

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



The screenshot shows the Pennsylvania Business Search interface. On the left is a sidebar with links: Home, Search (which is highlighted in blue), Initial Forms, My Work Queue, My Records, Data Requests, and Dashboard. The main area is titled 'Business Search' and contains a search bar with the text 'Testing the Ann'. Below the search bar are filters for 'Filing Information', 'Initial Filing Date', 'Status', 'Entity Type', 'Formed In', and 'Address'. A search result for 'Testing the Annual Report, Inc. (3609529)' is displayed, showing details: Initial Filing Date 12/23/2022, Status Active, Formed In DOMESTIC BUSINESS CORPORATION, Formed In STATE PENNSYLVANIA, and Registered Office CT CORPORATION SYSTEM. A blue arrow points to the search bar.

## 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.**



The screenshot shows the details for 'Testing the Annual Report, Inc. (3609529)'. At the top are three buttons: 'File Amendment' (with a blue arrow pointing to it), 'File Annual Report', and 'Request Certificate'. Below is a table with the following data:

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

At the bottom are three links: 'View History', 'Manage Notifications', and 'Manage User Access'.

## Step 7

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

Annual Report

Business Details

Registered Office

Principal Office

Governor(s)

Officers

Processing Fees

Confirm

Sign and File Document

**Annual Report -- General Information**

Most domestic and foreign filing associations are required to make an Annual Report with the Department of State pursuant to 10 Pa.C.S. §116 of the Pennsylvania Consolidated Statutes.

**DSCB15-146 (rev. 3/2024)**

In compliance with the requirements of 10 Pa.C.S. §116 (relating to annual report), the undersigned domestic or foreign association hereby states that:

**Record Information**

File number: 0000000000000000

Business Name: Testing the Annual Report, Inc.

Jurisdiction of Formation: PENNSYLVANIA

Filing type: Domestic Business Corporation

Filing subtype: Business

**Email Address for Notifications**

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 sold or displayed.

Save Draft **Next Step**

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

Business Details

Registered Office

Principal Office

Governor(s)

Officers

Processing Fees

Confirm

Sign and File Document

**Filing subtype:** Business

**Email Address for Notifications**

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 sold or displayed.

**Opt-in to Email Notifications\***

Opt-in to 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 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.

A new email may be added (by selecting add), edited (by selecting the email to be changed) or removed (by selecting delete) below:

Email address(es) for notifications	Actions
ThomasTester@gmail.com	<b>Copy</b> <b>Delete</b>
AnnaAnnual@aol.com	<b>Copy</b> <b>Delete</b>
RavishReport@comcast.net	<b>Copy</b> <b>Delete</b>

**Add**

Save Draft **Next Step**

## 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**

**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

**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.

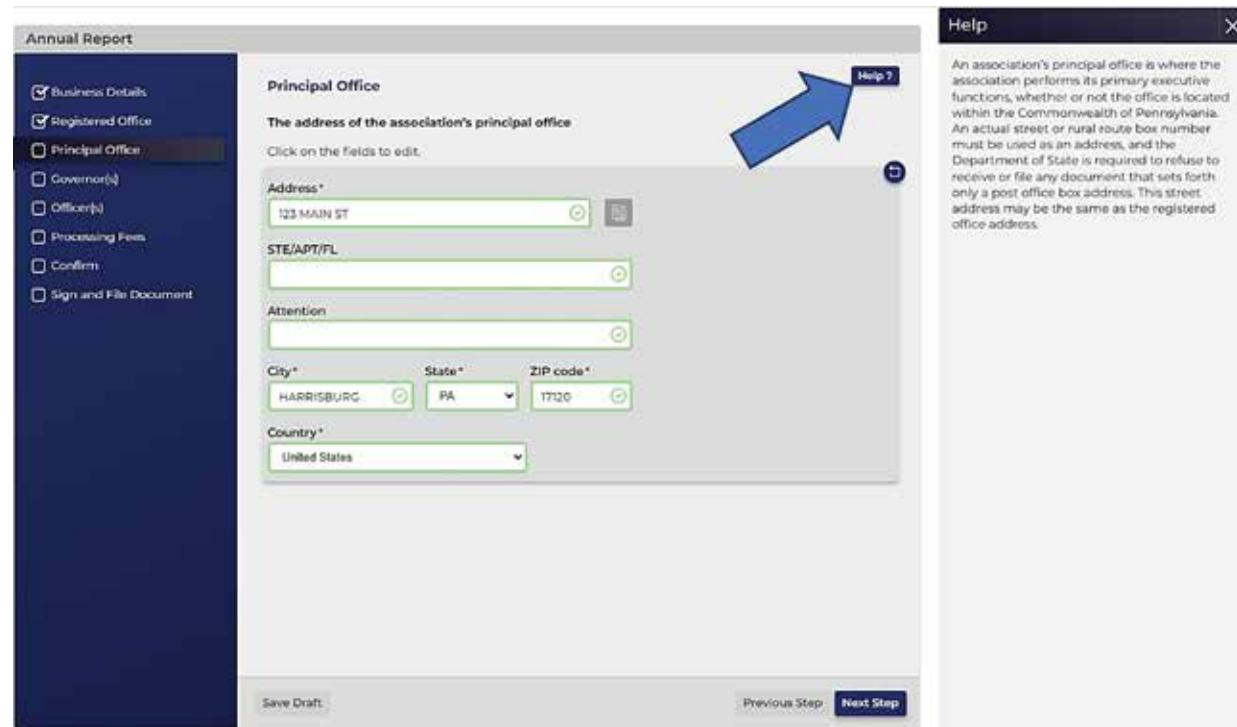
If the current registered address on file has been changed and the association's address differs from what is presently on the Department's records, the new registered office address or Commercial Registered Office Provider and county of venue should be identified. Under 15 Pa.C.S. § 1351(c) (relating 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.

Save Draft      Previous Step      **Next Step**

## 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.



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

Save Draft Previous Step **Next Step**

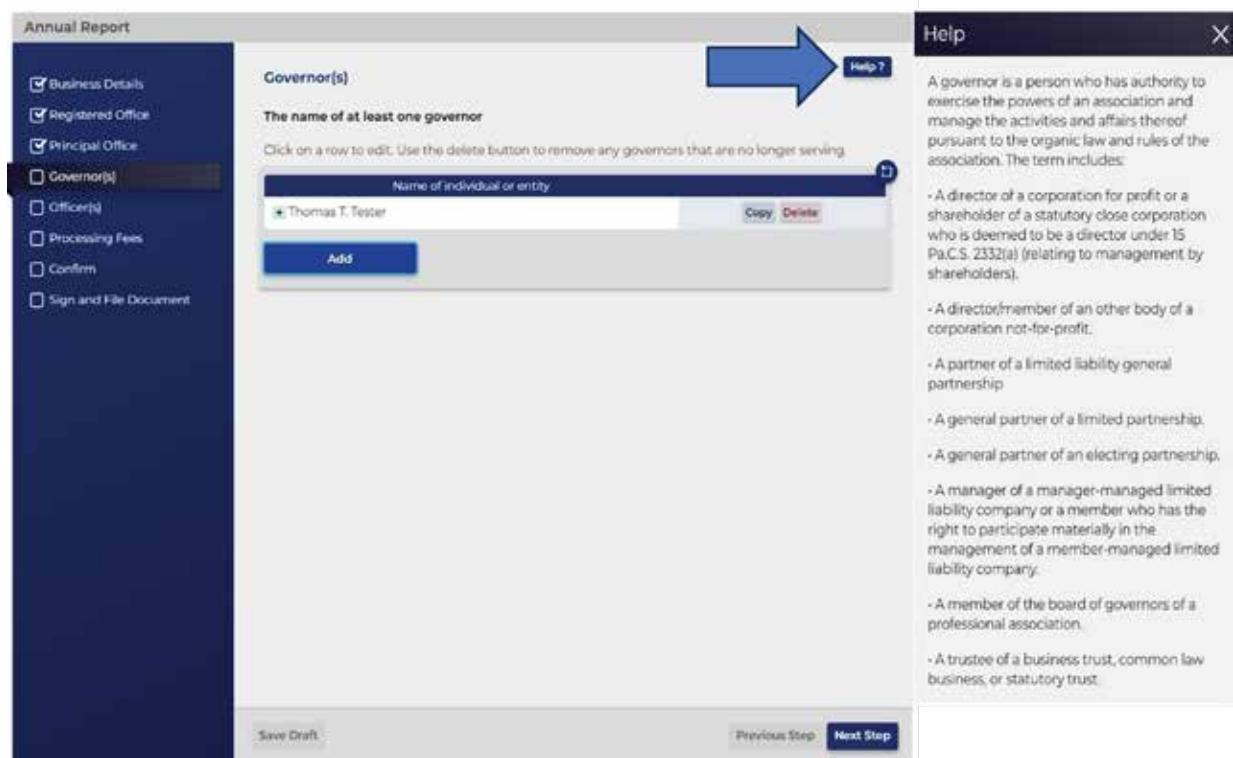
**Help**

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.

## 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 shows a web-based application for filing an annual report. On the left, a sidebar lists several checkboxes: Business Details (checked), Registered Office (checked), Principal Office (checked), Governor(s) (unchecked, highlighted in blue), Officer(s) (unchecked), Processing Fees (unchecked), Confirm (unchecked), and Sign and File Document (unchecked). The main content area is titled "Governor(s)" and contains the following text: "The name of at least one governor" and "Click on a row to edit. Use the delete button to remove any governors that are no longer serving." Below this is a table with one row, showing "Thomas T. Tester" in the "Name of individual or entity" column, and "Copy" and "Delete" buttons. At the bottom of this section are "Add" and "Next Step" buttons. A large blue arrow points from the sidebar to the "Help?" button in the top right corner of the main content area. A callout box titled "Help" provides a detailed definition of a governor and a list of equivalent roles. The "Help" box includes a close button "X" and a "Help?" button. The definition states: "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.

". At the bottom of the "Help" box are "Save Draft", "Previous Step", and "Next Step" buttons.

## 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.

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	<input type="button" value="Copy"/> <input type="button" value="Delete"/>
Viraj V. Vasav	Vice President	<input type="button" value="Copy"/> <input type="button" value="Delete"/>
Susan S. Smith	Secretary	<input type="button" value="Copy"/> <input type="button" value="Delete"/>
Tonya T. Thomas	Treasurer	<input type="button" value="Copy"/> <input type="button" value="Delete"/>

**Help**

This field is mandatory for all corporations (business and non-profit). 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**.

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	
Record Information	
File number	0003609529
Business name	Testing the Annual Report, Inc.
State/region of formation	PENNSYLVANIA
Filing type	Domestic Business Corporations
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 addresses. I understand that I will no longer receive paper notifications by mail.
Email address(es) for notifications	
ThomasRecer@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 (CRCP)  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. Roter

**Officer(s)**  
**Principal Officer(s)**

Name of individual or organization	Position	Other Position
Pablo P. Perez	President	
Vinay V. Vasav	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" value="Director"/>	<input type="text" value="Thomas T. Tester"/>	<input type="text" value="12/12/2024"/> <input type="button" value="Today"/>

[Save Draft](#) [Previous Step](#) [File Online](#)

**Annual Report**

Business Details  
 Registered Office  
 Principal Office  
 Governor(s)  
 Officers  
 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.

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

[Save Draft](#) [Previous Step](#) [File Online](#)

## 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

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

0012936350

 **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	CT Corporation System																
Search for Commercial Registered Office Provider (CROP)	Commercial Registered Office Provider																
Venue and Publication County	DAUPHIN																
Principal Office	<b>The address of the association's principal office</b>																
Click on the fields to edit.																	
Address	123 MAIN ST HARRISBURG, PA 17120-0001																
Governor(s)	<b>The name of at least one governor</b>																
Name of individual or entity																	
<input checked="" type="checkbox"/> Thomas T. Tester																	
Principal Officer(s)	<b>The names and titles of the persons who are its principal officers, if any, as determined by its governors</b>																
<table border="1"><thead><tr><th>Name of individual or organization</th><th>Position</th><th>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"/> 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	Thomas T. Tester	12/12/2024															
Signer's Capacity	Sign Here	Date															