



Florida United Businesses Association

FUBA issues

OUR BUSINESS IS SMALL BUSINESS

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ATTENTION CORPORATIONS & LLC'S: FILE YOUR ANNUAL REPORT NOW!

If you are a corporation (INC) or limited liability company (LLC), you are required by state law to file an Annual Report with the Florida Department of State every year and pay the appropriate filing fee. The Annual Report must be filed each year before May 1st for your business to maintain an active status with the Florida Department of State, and the form must be filed whether there are changes to your business or not. It is simply a way for you to update the State of Florida on any changes to your company's information, such as your address, changes to your registered agent, or any added or deleted corporate officers, etc.

If you have added or deleted officers of your company, now is the time to tell the State by reporting the new officers and/or deleted officers on your Annual Report. This is very important if you are in the construction industry and you have added an officer who needs to get a workers' compensation exemption. Corporate officers and LLC owners cannot apply for or receive a workers' comp exemption until they are listed on the State of Florida's corporate database.

Please note: You will not receive a notice through the mail from the state reminding you to file your Annual Report. The only notice sent will be via email if the Division of Corporations has one on file for you.

To file your Annual Report, go to the Division of Corporations' website at www.sunbiz.org. From here, you can search for your company's name and fill out the Annual Report with your computer.

The State of Florida charges filing fees for Annual Reports of \$150 for corporations and \$138.75 for a limited liability company. If the Annual Report is not submitted by May 1st, the state will assess a \$400 fine and possibly dissolve your corporation or LLC. If this happens, you can lose your workers' compensation exemptions because your company is no longer in good standing with the State.

If you have questions about filing your Annual Report, please call the FUBA offices at 1-800-262-4483 and ask for Erin, Lance or Karen.

A QUICK GUIDE TO UNLICENSED CONTRACTING IN FLORIDA

Most construction work in Florida requires a license. Here is some general information on unlicensed activity from the Florida Department of Business and Professional Regulation, which licenses and regulates contractors.

A state certified or registered contractor's license is required for the following jobs:

- Roofing work. An unlicensed person is only allowed to "dry-in" a structure. Drying-in a structure means the use of tarps, plastic sheeting, or other temporary materials for the sole purpose of preventing further damage to the structure. All permanent repairs must be made by an individual who holds a state license.
- Any plumbing work that requires a permit or is over \$1,000 (total contract).
- Any electrical item that becomes fabricated into the structure.
- Any additions or major remodeling jobs.
- Major A/C replacement or repair jobs.

What to watch out for:

- Construction jobs without a permit posted.
- Business names on vehicles without a license number posted.
- Contractor vehicles with out-of-state tags.
- Ongoing jobs at hours during which business is not normally performed.

Who to contact:

- Department of Business and Professional Regulation's Unlicensed Activity Toll-Free Line: 1-866-532-1440
- Email Department of Business & Professional Regulation at ULA@dbpr.state.fl.us
- Your local Building Official
- Your Local State Attorney's office

FREE CLASSES FOR BUSINESSES ON WORKERS' COMPENSATION AND WORKPLACE SAFETY

The state Division of Workers' Compensation is offering free classes on Florida's workers' compensation laws and workplace safety. Topics include:

- Who is required to have workers' comp insurance
- Who is eligible for exemptions from workers' comp
- Contractor responsibilities
- State enforcement of the workers' comp laws
- OSHA/Workplace Safety Inspections

Continuing education units (CEU's) are available to contractors whose license requires continuing education in Workers' Compensation and Workplace Safety. This includes state-licensed construction contractors as well as state-licensed electrical contractors.

Advance registration for these classes is required and can be made via the Division's website at www.myfloridacfo.com/WC. For more information, call 813-221-6518 or send an email to bocseminars@MyFloridaCFO.com. Or, we can fax you a registration form; just call the FUBA offices at 800-262-4483.

Here are the locations, dates and times of the classes.

- **Ft. Myers**
February 3, 2010
9:00 a.m. – 12:00 noon
Career & Service Centers of SW FL
4150 Ford St Extension
- **Jacksonville**
March 16, 2010
9:00 a.m. – 12:00 noon
Florida Dept of Law Enforcement
921 N Davis St, Bldg E
- **Lakeland**
February 5, 2010
9:00 a.m. – 12:00 noon
Lakeland Public Library
100 Lake Morton Dr
- **Miami**
February 17, 2010
9:00 a.m. – 12:00 noon
State Office Building
401 NW 2nd Ave
North Tower, Room 423
- **Orlando**
February 17, 2010
9:00 a.m. – 12:00 noon
State Office Bldg
Hurston Building Complex
400 W Robinson Street
South Tower, Conference Room C & D
- **Pensacola**
March 23, 2009
9:00 a.m. – 10:30
West Florida Regional Library
200 West Gregory St
*This seminar will be on workers' compensation only; no OSHA information will be included.
- **Tampa**
February 16, 2010
9:00 a.m. – 12:00 noon
Park Trammel Bldg – State Office Bldg
1313 North Tampa St, Suite 603
- **West Palm Beach**
February 12, 2010
Central Career Center
1951 N Military Trail, Suite D