



# FUBA

Florida United Businesses Association

# issues

OUR BUSINESS IS SMALL BUSINESS

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## **ATTENTION CORPORATIONS & LIMITED LIABILITY COMPANIES: FILE YOUR ANNUAL REPORT NOW!**

Every corporation (INC) and limited liability company (LLC) in the state of Florida must file an annual report yearly with the state to maintain active status. If you formed a corporation or LLC in the 2006 calendar year or prior, you must file your Annual Report by May 1, 2007. The Annual Report is simply a way for you to update the State of Florida on any changes to your company's information, such as your address, any added or deleted corporate officers, etc. No financial or tax information is required. The fee is \$150 for corporations and \$50 for LLC's.

If you have added owners/officers to your business or moved locations, now is the time to tell the State by reporting it on your Annual Report. This is especially important if you have added an officer who needs a workers' compensation exemption. They cannot receive an exemption until they are listed as an officer of your company on the State of Florida's corporate database. And, if your business is in the construction industry, only 3 officers can be exempt at any one time.

If you do not report changes to your business on your Annual Report, you will have to file an amendment to your Articles, which can be costly. Reporting changes on your Annual Report is free.

You should have already received a small reminder postcard from the Department of State.

You have 3 options on how to file your Annual Report:

- File on-line with a credit card at [www.sunbiz.org](http://www.sunbiz.org). Click on "Click here to file your 2007 Annual Report" and follow the instructions. You can simply type in the officer information to add or delete any officers no longer with your company. This method is paperless, and you pay with a credit card at the end of the process. You can print out a receipt for your records when you are finished.
- Download your pre-printed Annual Report from the Department of State at [www.sunbiz.org](http://www.sunbiz.org). Click on "Click here to download your 2007 Annual Report form." Print the form, fill it out, make any necessary changes and mail it with a check for your filing fee to the State.
- Mail back the tear-off part of the reminder card that you received from the Department of State and request that they mail your Annual Report to you. Once you get it, fill it out and mail with your filing fee to the State. Please note: this option can take up to 30 days for the State to mail your form to you. This option is not a good choice if you wait until April to begin the annual report process.

**Failure to file your Annual Report on time will result in your company being dissolved by the state. If this happens, you can lose your workers' compensation exemption** since your company is no longer in good standing. Fees to reinstate a company that has been dissolved are expensive: \$600 for corporations and \$175 for LLC's.

If you have any questions about your company's Annual Report, you can contact the Division of Corporations. The number for corporations is 850-245-6056. The number for LLC's to call for information is 850-245-6051. For general corporate or LLC questions, you can call the FUBA offices at 800-262-4483.

## **HOW TO AVOID ERRORS WHEN FILING YOUR TAXES**

The Florida Society of Enrolled Agents has provided this article for FUBA members to learn about the most common errors people make when filing their taxes. These errors can delay the processing of your return and delay your refund if you are due one. Although this list is far from exhaustive, it is a good reminder of things to check before mailing or electronically filing your tax return.

Incorrect Math. This one is self-explanatory, but it is also the most common error. Make sure you check and then double-check your math. If you are using a computer to prepare your return, make sure the information you enter is correct. You could have a rude surprise if you are expecting a refund, but you end up owing the IRS!

No Social Security Number. Write your SSN on each page of your tax return, all applicable schedules, and on your check to the IRS. If a page of your return is lost and your SSN is on the page, the page can be re-matched with the rest of your return. Not only should you make sure your SSN is on the return, but also make sure that you have not transposed any of the digits. If applicable, make sure to write the SSN of your spouse and any dependents on your tax return. If you are filing your return electronically, it cannot be processed if all the Social Security numbers on the return do not match the information in the Social Security Administration database. Make sure the name and number on your return match the information on your Social Security card.

No W-2. Attach your W-2 (Copy B) where indicated on your federal return. Also, attach Form 1099-R if there was federal tax withheld. If you are filing electronically, make sure all the data you enter is correct and matches the W-2 or 1099.

No Signature. As with most documents, your signature indicates that you are authorizing a transaction. If there is no signature, your return will be sent back to you, causing further delays. Also, add the date and enter your occupation when signing the return. If you e-file, you will use a Personal Identification Number (PIN) signature. The IRS offers several options for digitally signing your return. Make sure you follow the correct instructions for the method you use.

Incorrect Deductions. You will have to decide if it is worthwhile to itemize deductions on your return, or if you want to take the standard deduction. One of the benefits of home ownership is being able to deduct your mortgage interest and real estate taxes. It may be worthwhile to dig out all those charitable donation receipts, too. Obviously, you will want to take whichever deduction puts the most money in your pocket. You may itemize your deductions or take the standard deduction, but not both.

For help with your particular situation, consult an enrolled agent. Enrolled Agents (EA's) are tax practitioners who are licensed by the United States Department of the Treasury to represent taxpayers before the IRS for audits, collections, and appeals. EA's provide tax preparation, tax advice, and tax planning services in addition to helping taxpayers resolve problems with the IRS. To find an Enrolled Agent in your area, call the Florida Society of Enrolled Agents, toll free at 1-800-422-3732 or visit the National Association of Enrolled Agents' website at [www.naea.org](http://www.naea.org).