

ATTENTION LLC OWNERS

All LLC Owners should be aware that a new notice requirement has been implemented for all domestic Limited Liability Companies in the state of Wisconsin.

Effective January 1, 2004, all domestic Limited Liability Companies are required to file an Annual Report with the Department of Financial Institutions (DFI).

The report is due during the anniversary quarter of the LLC's effective date of organization on record with DFI. The report will be sent to the registered agent of each LLC to the registered office of record. The Annual Report is fairly simple to complete and there is only one page of information that must be filled out. The requested information includes the name and contact information of the Registered Agent, the office address, the name and contact information of any managers of the LLC, if applicable, and a brief description of the nature of the company's business.

You may submit the report online through the DFI website (www.wdfi.org) or via the mail. (When filing online select "File a Corporation or LLC Annual Report" on the left hand side of the page.) If you file online you will receive a free copy of the filed report via email. Also, if you file online, your next year's report will be pre-filled with the information that you submitted the previous year.

"Here's the rub" – there is a filing fee of \$25 for each report. Which means you will have to pay the state \$25 per year for each of your domestic LLC's. Visa and MasterCard credit cards will be accepted but debit cards will not. If paying by check your check should be made payable to "Department of Financial Institutions" and should be mailed to:

Department of Financial Institutions
P.O. Box 93739
Milwaukee, WI 53293-0739

It should be noted that if any domestic LLC fails to file this mandatory report in a timely manner that the DFI may administratively dissolve the LLC.

Drafted by:

Tristan R. Pettit, Esq.

Petrie & Stocking S.C.

111 E. Wisconsin Avenue

Suite 1500

Milwaukee, WI 53202

(414) 276-2850

Fax: (414) 276-0731

Email: tpettit@petriestocking.com