



State of Tennessee
Department of State
Division of Business Services
312 Eighth Avenue North
6th Floor, William R. Snodgrass Tower
Nashville, Tennessee 37243

IMPORTANT INFORMATION CONCERNING ANNUAL REPORTS AND FISCAL YEAR CLOSING MONTHS

A business* is required to file an annual report with our office on or before the first day of the fourth month following the close of the business' fiscal year. This report contains basic information about the business, including the business' office address, registered agent and registered office, and officers/directors/managers; it does not contain any financial information.

A preprinted annual report form is generated by our office during, or in the month following, the FYC (Fiscal Year Closing) month of record, and is mailed to the principal office mailing address of record. The form is preprinted with current information of record for the business.

For businesses formed/qualified on and after July 12, 2001, the FYC month of record defaults to December if the FYC month is not otherwise designated at the time the formation/qualification documents are filed. (For businesses formed/qualified prior to 7/12/2001, the FYC month of record defaulted to the month in which the formation/qualification documents were filed.)

A business may change its FYC month of record at any time by submitting a written request for a change or by making the change on the annual report form. There is no fee for such a change.

Please note, however, that if a FYC month change is made, the next annual report will be generated the next time that the new FYC month is reached on the calendar and will be due on or before the first day of the fourth month following the new FYC month **regardless of the prior annual report cycle**. In addition, any outstanding annual report issued as a result of the prior FYC month of record remains due.

July 16, 2001

*All domestic and foreign corporations, domestic and foreign limited liability companies and domestic limited liability partnerships.