

**Congratulations on forming  
your new business!**



## Now what?

Thank you for trusting us to help form your new business. We understand that this can be both an exciting and overwhelming time - it's our mission to be your partner in this journey. Here are a few things you need to look out for.

## Ongoing Requirements for Every Business

### ANNUAL REPORT

Summarizes financial performance, operations, and strategy to inform stakeholders - filed annually. In most jurisdictions, this report must be filed with the Secretary of State (or, in some cases, the state revenue agency, such as the Comptroller) to maintain the entity's good standing.

### REGISTERED AGENT

Responsible for receiving legal and official correspondence for your entity. The agent's address must be located in the same state where the entity is formed.

### COMPANY RECORDS

Includes annual minutes, other company documents, copies of formation documents and recent filings.

## Can you do this on your own?

Yes! As long as you have a physical address in the state of formation for your Registered Agent, you may handle all these entity management requirements yourself.

**Think you may need some help?**

## Our Services

### Registered Agent Service

Available in all 50 states. Ensures your entity's ongoing compliance and timely handling of important notices.

\$150 / yr

### Annual Reports

We can file and manage your annual reports to ensure your business remains compliant.

\$150 / report + any state filing fees

### Full Suite

Let us do the heavy lifting! Includes registered agent, annual minutes drafting, access to ultra-secure portal, third party document sharing, electronic signature service, and real-time entity status monitoring with state agencies.

*\*Does not include Annual Report filing.*

\$550 / yr (first entity)  
\$450 / yr (each additional)

**CONTACT US**

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