

Topic: Missing Dates on Business Filings
 Question by: Regina Goff
 Jurisdiction: Kansas
 Date: April 8, 2014

Jurisdiction	Question(s)
	<p>Kansas is interested in learning whether other jurisdictions call and receive approval to insert missing dates onto paper filings that would otherwise be rejected.</p> <p>Please specify whether your jurisdiction inserts missing dates upon customer approval to (1) annual reports (2) business formation filings and/or (3) amendment filings.</p>
Manitoba	
Corporations Canada	
Alabama	
Alaska	
Arizona	<p>For the AZ Corporation Commission, the only document we might reject for a missing date is an annual report.</p> <p>As a rule, we do not make corrections to documents. There are exceptions, but they are extremely rare and are documented separately with a letter or email from the customer. We have worked with customers to get simple corrections made, for example, have them fax or email the corrected page versus going through the complete resubmission process.</p>
Arkansas	
California	
Colorado	
Connecticut	<p>Connecticut will not add ANTYTHING to a customer filing, even at the customer's request. Depending on whether they are running behind or are caught up, many reviewers will go the extra mile to call a customer or fax a customer (when the phone # or fax # are known, which is rare), and work with the customer to fax the doc back in corrected (such as with the date, signature, title, empty box or whatever filled in). I work with staff to point out that this is often more efficient than rejecting and having to face a new process on the resubmission. At any rate, in those cases we do not add anything at the customer's request. We insist that the customer actually fill in the missing info on the form and then re-fax it back in. We take the position that the fidelity of the public record will be suspect if filing officers are capable of making judgment calls on when to "touch up" original filings submitted by customers.</p>
Delaware	

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District of Columbia	In District of Columbia we are doing the same as Ohio.
Florida	
Georgia	
Hawaii	In Hawaii, for some corrections we do call or email for information on document filings & annuals. We insert missing dates and information, add their initials beside the corrections and insert internal notes into computer system to document who we spoke to or contacted.
Idaho	
Illinois	
Indiana	Indiana does not typically call. If the filing is from a regular customer, law firms or service companies, the clerk will call if it is more efficient to do so. If the filing is mailed in, we would not typically have contact information and the filing would be rejected.
Iowa	
Kansas	
Kentucky	
Louisiana	In Louisiana if we have a phone number or email address we will contact the customer for the missing information. We have a document we fax/email to the customer requiring them to sign off on the correction before it is made. We scan this as part of correspondence to our document just in case there is ever any question as to the alteration.
Maine	Maine does not alter any filings received. We do make every attempt to contact the customer for a corrected replacement page. We will hold the filing for a few days, but if the correction is not received, we reject.
Maryland	
Massachusetts	
Michigan	Michigan will make adjustments to paper filings pursuant to telephone authorization. The document is stamped with the statement “Adjusted pursuant to telephone authorization” and the name of the person authorizing the adjustment is noted.
Minnesota	
Mississippi	

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Missouri	
Montana	
Nebraska	
Nevada	<p>Nevada will not make a modification to a paper filing. Customer will need to submit replacement document with the proper information.</p>
New Hampshire	
New Jersey	
New Mexico	
New York	
North Carolina	
North Dakota	<p>North Dakota does call and receive approval. That approval must be documented by a memo to the record indicating the date, the telephone number called, and the name of the person that authorized the change.</p>
Ohio	<p>Ohio attempts to contact our customers to make simple corrections to avoid rejecting a filing, but we ask that the customer sends the corrected version of the form via email/fax and we replace that page of the filing.</p>
Oklahoma	
Oregon	<p>Oregon is like Washington in this regard, although we will sometimes make other minor corrections by phone. We note the correction, initial and date it. But document dates are not an issue.</p>
Pennsylvania	<p>PA does not call. The filing would be rejected.</p>
Rhode Island	
South Carolina	
South Dakota	
Tennessee	<p>Yes, Tennessee will inserts missing dates upon customer approval to (1) annual reports (2) business formation filings and (3) amendment filings.</p>
Texas	

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Utah	For some things, Utah will phone, but not all. We take the name of the person with the filing and the staff member
Vermont	
Virginia	
Washington	<p>In Washington State, the date has little impact on our filing. If the date is left off the signature line, we will accept and file it as the date received. If the effect date is not indicated it will also be filed on the date received.</p> <p>Corrections after filing would need to be made through amendment.</p>
West Virginia	
Wisconsin	
Wyoming	

Additional comments:

Full text of email:

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Thank you so much for your input!

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