

Topic: Question on Notices to Entities  
 Question by: Pamela Floyd  
 Jurisdiction: Washington  
 Date: January 8, 2014

Jurisdiction	Question(s)
	Washington has a question – do any of the states communicate notices electronically only, paper only, or both? Specifically: Notice that annual report is due: Paper? Electronic? Both? Administrative dissolution notice: Paper? Electronic? Both?
<b>Manitoba</b>	
<b>Corporations Canada</b>	
<b>Alabama</b>	
<b>Alaska</b>	
<b>Arizona</b>	<p>Notice that annual report is due: Paper? Electronic? Both? Arizona discontinued paper reminders in 2009, and had no reminder at all from 2009 up to and throughout much of 2013. In 2013, we were able to institute an email notification procedure. Multiple emails are sent at intervals beginning 90 days before the due date. The emails are sent to the email address of the customer's choosing, and they can submit multiple email addresses.</p> <p>Administrative dissolution notice: Paper? Electronic? Both? The administrative dissolution process is entirely on paper. The Notice of Pending Administrative Dissolution and the final Certificate are mailed to the statutory agent address.</p>
<b>Arkansas</b>	
<b>California</b>	In California, the notifications below are all on paper (postcards for annual reports) right now. We do have the statutory authority to collect an email address as part of the annual report data collection for the purposes of sending electronic notifications; however, our automated systems are not designed to send the electronic notifications and we are not collecting email information at this time. We hope to resolve that situation with our next automation - California Business Connect effort.

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<b>Colorado</b>	<p>Colorado transitioned from postcards to 100% e-mail notices in January 2012. We send five notices to an entity:</p> <ol style="list-style-type: none"> <li>1. First notice 3 months prior to becoming noncompliant.</li> <li>2. Second notice one week prior to becoming noncompliant.</li> <li>3. Third notice when entity becomes noncompliant.</li> <li>4. Fourth notice one week prior to becoming delinquent.</li> <li>5. Fifth notice when entity becomes delinquent.</li> </ol> <p>These essentially cover a six month window in which an entity can go from compliant to noncompliant to delinquent if they choose not to file.</p>
<b>Connecticut</b>	
<b>Delaware</b>	
<b>District of Columbia</b>	<p>In the District of Columbia we send e-notices to all commercial agents about reports and revocations. We send paper notices to individual agents that do not have email address on record.</p> <p>Our goal is to move everyone to get e-notices. Over 70% notices are being sent electronically for the past 3 fiscal years</p>
<b>Florida</b>	
<b>Georgia</b>	
<b>Hawaii</b>	<p>Notice that annual report is due: Paper? Electronic? Both? Hawaii does both.                      Administrative dissolution notice: Paper? Electronic? Both? Hawaii does only paper for administrative dissolutions.</p>
<b>Idaho</b>	
<b>Illinois</b>	
<b>Indiana</b>	
<b>Iowa</b>	
<b>Kansas</b>	<p>At this time Kansas sends only paper notifications.</p>
<b>Kentucky</b>	
<b>Louisiana</b>	<p>Louisiana uses only paper notification at this time. However we do use post cards for all annual report notices.</p> <p>We have an enotification system that customers may voluntarily sign up for through our website that will send an electronic notification when their annual report is due or when any activity was made on the entity with our office. However this is strictly voluntary and only those that sign up receive emails.</p>

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<b>Maine</b>	<p>Notice that annual report is due: Paper? Electronic? Both? Maine sends annual report filing due notifications via email only.                      Administrative dissolution notice: Paper? Electronic? Both? Maine sends all pending administrative action notices via paper notice.</p>
<b>Maryland</b>	
<b>Massachusetts</b>	<p>Notice that annual report is due: Paper? Electronic? Both?                      Entities may opt to receive these notifications by email. Once an entity chooses the email option, paper notices will no longer be sent. For those entities that do not choose the electronic method, paper notices are sent.</p> <p>Administrative dissolution notice: Paper? Electronic? Both?                      Corporations who opt into electronic notifications will receive notice by email only. For those entities that do not choose the electronic method, paper notices are sent.                      LLCs and LPs must receive paper notifications regarding administrative dissolution.</p>
<b>Michigan</b>	<p>Michigan only uses paper in both circumstances; I am curious to see the compiled results.</p>
<b>Minnesota</b>	
<b>Mississippi</b>	
<b>Missouri</b>	<p>Missouri only sends paper notices.</p>
<b>Montana</b>	<p>Montana does both, e-mail to customers that have filed electronically, (2 e-blasts) with a paper notice follow-up to those that haven't filed prior to the filing deadline.</p> <p>Administrative dissolution notice: Paper? Electronic? Both?</p> <p>Paper only, with a paper notice of intent going out 60 - 90 days prior to the dissolution, and paper notice when the dissolution has taken place.</p>
<b>Nebraska</b>	
<b>Nevada</b>	<p>Notice that annual report is due: Paper? Electronic? Both? This is either/or. Commercial registered agents and registered agents that opt-in for electronic notification receive notices electronically. Non-commercial Registered agents that have not opted-in for e-notice services receive paper notices. All notices go to the registered agent of record at the time the notice is sent.</p> <p>Administrative dissolution notice: Paper? Electronic? Both? Same as above.</p>

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<b>New Hampshire</b>	
<b>New Jersey</b>	
<b>New Mexico</b>	
<b>New York</b>	In NY we currently only send paper notices but are transitioning to electronic only.
<b>North Carolina</b>	
<b>North Dakota</b>	
<b>Ohio</b>	At this point Ohio only sends notification via paper.
<b>Oklahoma</b>	
<b>Oregon</b>	Oregon is transitioning to more notices done electronically. At this point, however, all of our annual report and late notices are paper. We send acknowledgments electronically, if the document was filed electronically, and hope to move to more electronic notification as we are able.
<b>Pennsylvania</b>	
<b>Rhode Island</b>	At this time, Rhode Island issues only paper notices. Mailing to the registered agent/registered office provides verification of a viable agent. Undeliverable mail issued to an entity via its registered agent, prompts the issuance of a revocation notice for failure to maintain
<b>South Carolina</b>	
<b>South Dakota</b>	
<b>Tennessee</b>	Tennessee issues paper notices only for both annual reports and administrative dissolutions.

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<b>Texas</b>	<p>In Texas we has Annual Statements that get filed for Professional Associations only.</p> <p>We used to send out a preprinted report populated with current information. The customer could makes changes and send the report back to us with payment.</p> <p>This was approximately 20,000 reports with instructions that were all printed and folded and stuffed in envelopes by in house staff.</p> <p>2 years ago I changes this process. I now send out a folded post card size mailer that provides the customer with instructions on how to sign on to our website and file their annual statements online.</p> <p>The generating and mailing of these mailers has been outsourced to a printer. All I provide is an excel spreadsheet with the merge data.</p>
<b>Utah</b>	<p>Utah does paper only at this time on all notices, but we use postcards, not letters</p>
<b>Vermont</b>	
<b>Virginia</b>	
<b>Washington</b>	
<b>West Virginia</b>	
<b>Wisconsin</b>	<p>Wisconsin sends the notice that annual report is due by postcard for most of our entity types. A couple of types we only send by paper. We send the Administrative Dissolution notice by paper.</p>
<b>Wyoming</b>	

**Additional comments:**

**NOVA SCOTIA:**

Nova Scotia currently only sends notices in paper form but – someday – we hope to send the majority electronically. This applies to both annual returns being due and notices regarding administrative dissolutions.

**Full text of email:**

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Notice that annual report is due: Paper? Electronic? Both?  
Administrative dissolution notice: Paper? Electronic? Both?

Thanks!  
Pam

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