

Corporations, limited liability companies, limited partnerships, and business trusts are required to pay an annual registration fee to the State Corporation Commission each year. If payment of the annual registration fee is not received and processed on or before its due date, a penalty fee is added. To pay an annual registration fee online, visit the SCC Clerk's Information System (CIS) at <https://cis.scc.virginia.gov/> and use the instructions below to make your payment.

**1** Log on to CIS at <https://cis.scc.virginia.gov/>.  
*Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.*

**2** Click **Pay Registration Fees** on the top left.



**3** Locate your business in the system by either:  
A. Searching for it using the **Entity Name** field  
OR  
B. Entering your **Entity ID**.

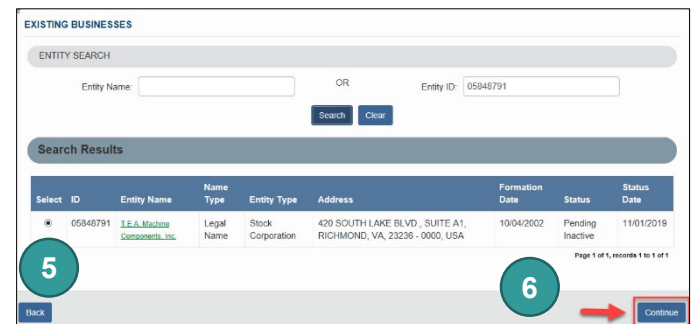


**4** Click the **Search** button.

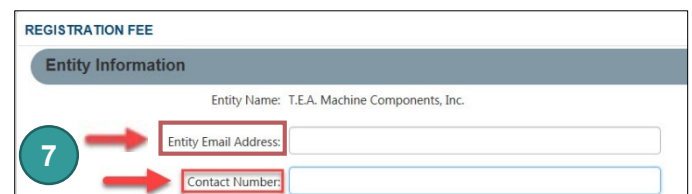
**5** Click the **Select** button next to your business's name.

*Note: DO NOT click the green entity name.*

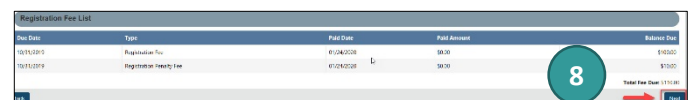
**6** Click **Continue**.



**7** Enter an **Entity Email Address** and **Contact Number** so that you will receive communication from the Clerk's Office about your payment status (recommended).



**8** Review the Registration Fee List and click **Next** to move to the next page.



# Pay Annual Registration Fees Online

9 Click **Add To Shopping Cart** on the bottom right.

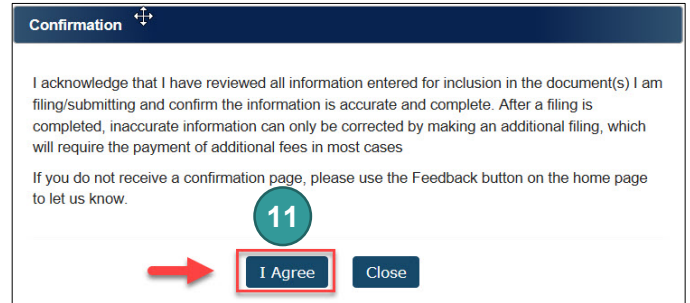


10 Your fees are now in your cart. Click **Go To Payment**.



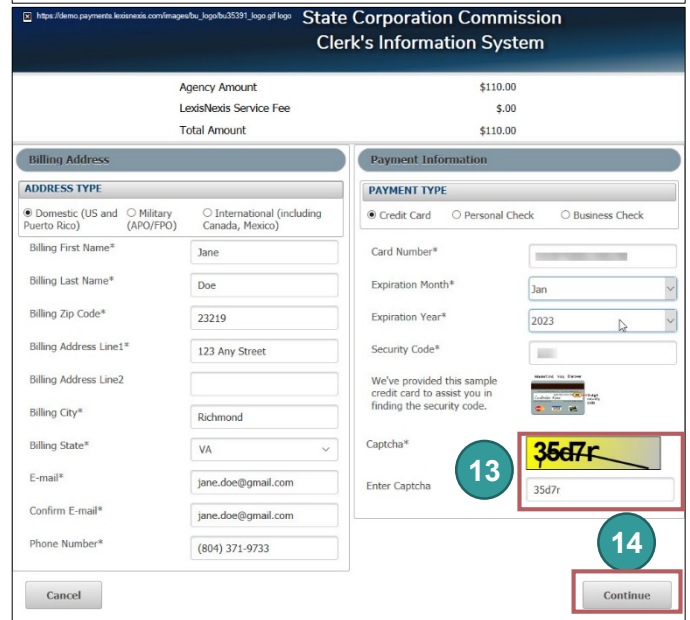
11 Review the Confirmation information and click **I Agree** to continue with your payment.

*NOTE: You will be taken to a site administered by LexisNexis to complete your payment.*



12 Enter your **Billing Address** and **Payment Information**.

*NOTE: All fields with an asterisk (\*) are required.*

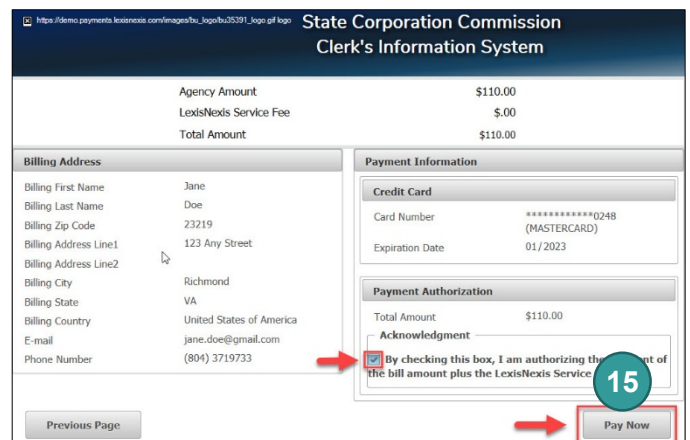


13 You must complete the **Captcha** field.

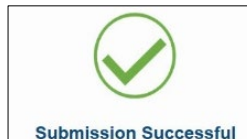
14 When all information is entered, click **Continue** on the bottom right.

15 Review your information to make sure that everything is correct. Then, check the **Acknowledgement** box and click **Pay Now**.

*NOTE: Do not close the browser window at this time or you will be redirected to the confirmation screen in Step 11.*



16 You will receive a confirmation screen when your payment is successfully processed.



# Pay Annual Registration Fees Online

## Calculate your fee payments

Annual fee payment dates depend on your entity type and when it was originally created. You can use the table below to calculate the amount of your annual registration fee and when it is assessed.

Entity Type	Date Registration Fee Assessed	Date Registration Fee Due	Registration Fee Amount
Stock Corporation	First day of the second month preceding the month in which it was incorporated or registered to transact business in Virginia. <b>Example:</b> A corporation formed or registered in January is assessed as of the preceding November 1.	Last day of the formation / registration month. The fee must be paid on or before the last day of the fourth month following the due date to avoid termination or revocation.	Fee is based on the number of shares the corporation is authorized to issue. <b>See the <a href="#">Annual Corporation Requirements and Fee Schedule form</a>.</b>
Nonstock Corporation	First day of the second month preceding the month in which the corporation was incorporated or registered to transact business in Virginia. <b>Example:</b> A corporation formed or registered in January is assessed as of the preceding November 1.	Last day of the formation / registration month. The fee must be paid on or before the last day of the fourth month following the due date to avoid termination or revocation.	<b>\$25</b>
Limited Liability Company	First day of the second month preceding the month in which the corporation was formed or registered to transact business in Virginia. <b>Example:</b> A limited liability company formed or registered in January is assessed as of the preceding November 1.	Last day of the formation / registration month. The fee must be paid on or before the last day of the third month following the due date to avoid cancellation.	<b>\$50</b>
Limited Partnership or Business Trust	As of July 1	On or before October 1. The fee must be paid on or before December 31 to avoid cancellation.	<b>\$50</b>