



CHEN CPA, INC, A Professional Accountancy Corporation

陈菲会计师事务所

Email:info@chen.cpa Tel: (657)699-3009

980 Roosevelt, #240, Irvine, CA 92620

CA Statement of Information Reminder & Instruction

What is a Statement of Information?

The Statement of Information shows a company's owners/officers, business address(es), and business description. Your company may have to file an annual or initial report with the state. These reports are mandatory in CA and will allow your business to remain compliant.

When is company's Statement of Information's DUE DATE ?

A corporation or LLC must file a Statement of Information within 90 days of their Articles of incorporation or Articles of Organization to do business in the state of California.

Corporation SOI must be filed annually before the last date of anniversary month.

LLC SOI must be filed every two-years before the last date of anniversary month. If the LLC was formed in an even year, the form is due every even year. If the LLC was formed in an odd year, the form is due every odd year.

EXAMPLE: If your company formed on 4/20/2023, the due date for your Initial Statement of Information is 7/19/2023. The next will be 4/30/2024, 4/30/2025, etc.

Cost of Statement of Information

Government filing fee is \$25 for corporation, and \$20 for LLC.

How to file Statement of Information

1. DIY Filing Online
Website: <https://bizfileonline.sos.ca.gov>
FEE: Government filing fee is \$25 for corporation and \$20 for LLC.
2. Choose CHEN CPA INC for SOI Filing
Answer a few questions and we will complete and file your paper work.
Fee: Our services fee is \$125 for corp. (\$120 for LLC), including \$25/\$20 government filing fee.
If you would like to choose us for your SOI Filing, Please finish page 3 and return it to us.



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Statement of Information Service Process

Thank you for choosing our statement of information filing service.

STEP 1: Fill out information on Page 3, then send it to INFO@CHEN.CPA.

STEP 2: Pay the service fee \$125, **ZELLE to CHENCPAINC@GMAIL.COM. Or \$225 if you choose to use BIZ Friend INC as your registered Agent. (\$120 or 220 for LLC)**

STEP 3: We will file the Statement of Information for you.

STEP 4: We will send you the filed Statement of Information to you once we received the feedback from SOS.

Thank you for your support.

Chen CPA Inc

Tel: (657)699-3009

Wechat: Chen-CPA

Email: Info@Chen.CPA

Web: <https://www.chen.cpa>



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Statement of Information

Any information change since the last Statement of Information filed ? YES No

Please provide information below if there is any change.

1. Business Address

Address of Principal Office: _____

Mailing Address: _____

California Office Address: _____

2. Officer and Director Information for Corporation

CEO Name: _____ Address: _____

Secretary Name: _____ Address: _____

CFO Name: _____ Address: _____

Director 1 Name: _____ Address: _____

Director 2 Name: _____ Address: _____

Please add extra lines if you have more officers or directors.

Manager or Member Information for LLC (Provide member info if there is no manager)

CEO Name (if Any): _____ Address: _____

Manager/Member #1 Name: _____ Address: _____

Manager/Member #2 Name: _____ Address: _____

Please add extra lines if you have more managers or members.

3. Agent for Service of Process

1) Choose "BIZ FRIEND INC" as your registered agent. (The annual service fee will be \$100, Please Zelle to CHENCPAINC@GMAIL.COM.)

2) Choose yourself or others as your registered agent.

Name: _____ CA Address (No PO BOX): _____

5: Type of Business(Describe the nature of your business)

-END-