

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

DEPARTMENT POLICY: DCF.P8.02-2007

EFFECTIVE DATE: August 31, 2007

SUBJECT: **Business Registration**

I. PURPOSE

The purpose of this policy is to inform Provider Agencies and Departmental Components about the State's annual business reporting requirements once a Provider Agency has filed their incorporation papers with the State of New Jersey.

II. SCOPE

This policy applies to all contracts entered into by the Department with profit and non-profit corporations (domestic and foreign), as well as, all limited partnerships, limited liability companies, and limited liability partnerships.

III. POLICY AND PROCEDURES

According to P.L. 2001, c. 134 (N.J.S.A. 52:32-44 et seq.) all profit and non-profit corporations (domestic and foreign), as well as, all limited partnerships, limited liability companies, and limited liability partnerships must submit annual reports and associated fees (annual business registration) each year commencing with the year after their date of incorporation.

Unincorporated businesses, businesses owned by individuals or general partnerships do not have to file for incorporation or register their business annually.

Please note that no State agency (the Department) can contract with a Provider Agency if the Provider has **not** filed for its incorporation papers or filed its annual business registration commencing with the year after becoming incorporated. Furthermore, no Provider Agency that has a Contract with the Department shall enter into any subcontract unless the subcontractor can demonstrate that it is incorporated or its annual business registration is current.

Background

Annual business reporting is a prerequisite for maintaining active business status. Annual reports contain vital business census data; addresses, officer/director information, etc., which is used to update the State's public records system. This public information represents the core of the State's corporate/business status reporting system. The commercial, financial and legal sectors rely heavily on this reporting system for service of process and credit checks; while the data collected assists in providing a uniform and

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reliable source of contact information. In addition, this business information integrates with all of the Treasurer's public records systems and serves as a mechanism for updating corporation office and agent registration changes. It is important that businesses comply with annual business report requirements given the overall significance the information provides to the State's public records system.

In accordance with State law, incorporated businesses that fail to file annual reports for two consecutive years will have their business registration revoked. If an entity's business registration is revoked, it may be reinstated by submitting the appropriate forms and fees.

Division of Revenue

Online filing has been mandatory since 2005 for all annual report filings. The annual fees are:

- \$50.00 for profit corporations, LPs, LLPs, and LLCs
- \$25.00 for non-profits

The annual report filing may be used to change a registered agent or registered office for the business. The fee of \$25.00 for these changes is in addition to the annual report fee. Remember that a registered agent must have a New Jersey address and that the physical location of the registered office must be indicated.

Individuals who may sign the annual report are specifically designated. For corporations, either the registered agent or a corporate officer may sign. Annual reports for other business types may be signed by any authorized representative.

Annual report filing is a prerequisite for maintaining an active business status. In accordance with State law, businesses that fail to file annual reports for two consecutive years will be revoked.

Further information regarding registration, fees, forms, and reporting can be obtained from:

NJ Treasury Department
Division of Revenue
PO Box 302
Trenton, NJ 08625
ATTN: Annual Reports, Forms Requests

Voice: (609) 292-9292
FAX: (609) 984-6849
Internet: www.state.nj.us/njbgs

Commissioner