



FORM **16-I**

**Domestic Business Corporation
Annual Report**

INFORMATION AND INSTRUCTIONS

REQUIRED ANNUAL REPORT UNDER SECTION [180.1622](#), WIS. STATS.

This form is mandatory and must be used to file the REQUIRED ANNUAL REPORT for a Domestic Business Corporation. Failure to file this report may result in administrative dissolution under ss. [180.1420](#) & [180.1421](#), Wis. Stats.

A domestic corporation must deliver its annual report to the Department in each year following the calendar year in which the domestic corporation's articles of incorporation were filed by the Department, during the calendar year quarter in which the anniversary of the filing of its articles of incorporation occurs.

Incorporation Date	Annual Report Due Date
January 1 st thru March 31 st	March 31 st
April 1 st thru June 30 th	June 30 th
July 1 st thru September 30 th	September 30 th
October 1 thru December 31 st	December 31 st

Complete each section of the report. IF SOMETHING IS LEFT BLANK THE REPORT WILL BE REJECTED AND RETURNED. If the answer to any question is "NONE", please enter the word "NONE". Be sure the report is signed and dated, and that it includes a check payable to the Department of Financial Institutions for the applicable filing fee.

INSTRUCTIONS:

1. Enter the name of the entity.
2. Provide a brief description of the general nature of the business.
3. Enter the name and email address of the registered agent and the mailing address of the registered office in Wisconsin. The registered office must be an actual physical location with a street address (not solely a P.O. Box or mailbox service) that serves as the registered agent's business office. Each entity must maintain a registered office and registered agent with an email in Wisconsin.
THE ENTITY MAY NOT NAME ITSELF AS THE REGISTERED AGENT.
4. Enter the address of the principal office. A principal office is the location where the entity maintains its principal executive offices.
5. Provide the name and mailing address of each director and principal officer of the corporation (attach additional pages as needed).
DIRECTORS: A domestic corporation must have one or more directors, with the number of directors and their qualifications (if any) set forth in the articles of incorporation or bylaws.
OFFICERS: A corporation's officers are either described in the corporation's bylaws or appointed by resolution of the board of directors (so long as that resolution is not inconsistent with the bylaws).
6. Enter the total number of shares authorized in the articles of incorporation or any amendments thereto, the number of shares that have been issued, and the number of shares outstanding. Shares that have been issued remain outstanding until they are reacquired, redeemed, converted, or canceled.

7. Required certification. Under section [133.12](#) of the Wisconsin Statutes, every corporation must state in its annual report whether it has entered into any contract, combination in the form of trust or otherwise, or conspiracy in restraint of trade or commerce. Chapter 133 of the Wisconsin Statutes prohibits such agreements. By signing this report, the corporation affirms that it has not entered into such an agreement.

EXECUTION. Sign and provide the date and the signer's printed name and title. Any of the following persons may execute a document on the corporation's behalf:

- An **officer** of the corporation.
- If directors have not been selected or the corporation has not been formed, an **incorporator**.
- If the corporation is in the hands of a receiver, trustee or other court-appointed fiduciary, then the **fiduciary** may sign.

FILING FEE: Make payment to the Department of Financial Institutions. If requesting optional expedited service, please check the expedited service box in the upper-right corner of the form and include an additional \$100.00. Filing fees are non-refundable.

The document can be made available in alternate formats upon request to qualifying individuals with disabilities. Upon filing, the information in the document becomes public and might be used for purposes other than those for which it was originally furnished. If you have any questions, please contact the Division of Corporate & Consumer Services at 608-261-7577 (hearing-impaired may call 711 for TTY) or by email at DFICorporations@dfi.wisconsin.gov.

Mailing Address:

State of WI-Dept. of Financial Institutions
Box 93348
Milwaukee WI 53293-0348

Physical Address for Express Mail/Courier

Department of Financial Institutions
Division of Corporate & Consumer Services
4822 Madison Yards Way, North Tower
Madison WI 53705