## MAINTAINING YOUR CORPORATION

## IN THE STATE OF

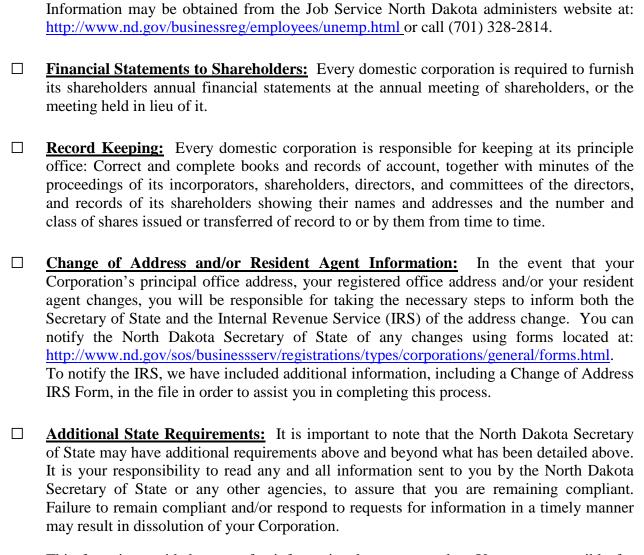
## **NORTH DAKOTA**

The initial step of filing the Articles of Incorporation, for your North Dakota Corporation, has been completed by Guidant. The following information is important and will assist you in maintaining your corporate status:

**Articles of Incorporation**: Within your Zip File there are several important documents. Your Corporation was established by filing "Articles of Incorporation" with the Secretary of State. You will find the Articles in the Corporate Documents folder in your Zip File. **Tax Identification Number**: The Tax Identification number for a business entity is known as an employer identification number (EIN). The EIN operates like a Social Security number for the entity and is required for many necessary activities, such as opening a bank account. Your EIN has already been filed with the IRS, and can be found in the Corporate Documents folder in your Zip File. **Annual Report:** All North Dakota corporations are required to complete Annual Reports. Annual Reports are due each year by August 1st. The first annual report is due in the year following that in which the Secretary of State initially chartered the corporation. The Annual Report form may be downloaded and printed from the North Dakota Secretary of Please refer to the North Dakota Secretary of State website at: State website. http://www.nd.gov/sos/businessserv/annualforms/index.html. There is a \$25.00 filing fee associated with the Annual Report. Failure to timely file this report may result in monetary penalties or administrative dissolution of your Corporation. **Business License**: Your Corporation may be required to obtain a license or permit issued by the State of North Dakota. To assist you in making this determination, please refer to: http://www.nd.gov/businessreg/license/index.html for state, city and county licensing authorities. **Business Taxes:** North Dakota imposes various taxes on businesses. For more information, please contact the North Dakota Office of State Tax Commissioner at (800) 366-6888 or visit: http://www.nd.gov/businessreg/tax/index.html. **Employees:** If your Corporation will have employees, state law may require worker's compensation insurance coverage and you should visit the North Dakota Workforce Safety

& Insurance Division at: http://www.workforcesafety.com/employers/wsirole.asp or call

(701) 328-3800.



Many Corporations with employees will be subject to unemployment tax requirements.

This form is provided to you for informational purposes only. You are responsible for determining the correct information and completing the necessary requirements for your entity. Information provided is subject to change based on state requirements. It is important that you always check the information provided above with the most up to date information as provided by the Secretary of State and other government agencies.