

MAINTAINING YOUR CORPORATION

IN THE STATE OF

NEW JERSEY

The initial step of filing the Articles of Incorporation, for your New Jersey 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 Division of Revenue. 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 to New Jersey DOR:** Every domestic corporation is required to file an annual report each year with the New Jersey Division of Revenue. The DOR will determine your corporation’s annual report due date and will provide notice within 60 days prior to that date. Your corporation must file the report within 30 days before the due date. You may file your annual report online at: https://www1.state.nj.us/TYTR_COARS/JSP/page1.jsp. Failure to timely file may result in monetary penalties or administrative dissolution of your Corporation. Please contact the New Jersey Division of Revenue at (609) 292-9292 for more information.
- ☐ **Business License:** Your Corporation may be required to obtain a license or permit issued by the State of New Jersey. To assist you in making this determination, please refer to: <https://www.state.nj.us/LCI/licguid.html> for state, city and county licensing authorities.
- ☐ **Business Taxes:** New Jersey imposes various taxes on businesses. For more information, please contact the New Jersey Division of Revenue at (609) 292-1730 or visit: <http://www.state.nj.us/treasury/revenue/>.
- ☐ **Employees:** If your Corporation will have employees, state law may require worker’s compensation insurance coverage and you should visit the New Jersey Division of Worker’s Compensation at: <http://www.nj.gov/labor/wc/wcindex.html> or call (609) 292-2515.

Many corporations with employees will be subject to unemployment tax requirements. Information may be obtained from the New Jersey Department of Labor and Workforce at: <http://www.state.nj.us/labor/ui/uiindex.html> or call (609) 292-7162.

- Record Keeping:** Every domestic corporation is responsible for keeping at its principle office: current names and addresses of all shareholders and the number and class of shares held by each and the dates when they respectively became the owners of record, books and records of account, and minutes of the proceedings of its shareholders, board and executive committee.

- Change of Address and/or Resident Agent Information:** Whenever the Registered Agent, Registered Agent Address, or Principle Office Address changes, a written notification must be given to the New Jersey Division of Revenue. The appropriate document (Form C-104G) for making such changes can be found at: <http://www.state.nj.us/treasury/revenue/dcr/geninfo/corpman.html#cgo> or you may file a Business Entity Amendment Filing (Form REG-C-EA). To notify the IRS, we have included additional information, including a Change of Address IRS Form, in the file in order to assist you in completing this process. For additional information regarding changes to Resident Agent information, please contact the New Jersey Division of Revenue at (609) 292-9292.

- Additional State Requirements:** It is important to note that the New Jersey Division of Revenue may have additional requirements above and beyond what has been detailed above. It is your responsibility to read any and all information sent to you by the New Jersey Division of Revenue or any other agencies, to assure that you are remaining compliant. Failure to remain compliant and/or respond to requests for information in a timely manner may result in dissolution of your Corporation.

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 Division of Revenue and other government agencies.