



# Memo

**Date:** January 11, 2021

**To:** All parish business managers

**From:** Michael Warren, Director of Financial Services, and Ian Trutt, paralegal; Office of Finance

**Re:** Annual incorporation filing assistance

---

Many parishes are now receiving notices from the Georgia Secretary of State's Office indicating that the "2021 annual registration season is here." It contains instructions about getting the annual registration document completed before April 1.

Please know that the Office of Finance and the chancery will file all parish incorporation documents on behalf of the parishes by the filing date, as we did in 2020, and we will pay the small annual registration fee.

At the beginning of each year, there are a number of marketing organizations offering to assist corporations, for a fee, to do this annual registration. We do not recommend paying such outside organizations for doing the filings, as the work is minimal, and we are more than willing to do it on every parish's behalf.

If you have any objections or questions concerning this registration process, please contact us at [ITrutt@archatl.com](mailto:ITrutt@archatl.com), [MWarren@archatl.com](mailto:MWarren@archatl.com) or email Brad Wilson at [BWilson@archatl.com](mailto:BWilson@archatl.com).

Thanks.