



Memo

Date: January 13, 2020

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 "2020 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 2019, 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, MWarren@archatl.com or email Brad Wilson at BWilson@archatl.com.

Thanks.