How to File a Renewal with Changes

These instructions apply to the following entity types:

• Limited Liability Companies	• Business Corporations
• Limited Partnerships	• Non-Profit Corporations
• Limited Liability Partnerships	• Decentralized Autonomous Organizations
• Limited Liability Limited Partnerships	• Limited Cooperative Associations

NOTE: These instructions apply to domestic, foreign and tribal entities. Some of the information may not apply to all of the above referenced entity types.

Division of Corporations & Commercial Code
UTAH DEPARTMENT OF COMMERCE

UTAH | COMMERCE
Division of Corporations and Commercial Code

LOGIN

Welcome to Utah Department of Commerce - Division of Corporations and Commercial Code - Business Registration System.

Click to log on with Utah-ID

Additional Options

Authenticate Certificate

Search Business Entity Records

Name Availability

Help Guide to Navigate the New System

To access the State of Utah's business registry system you will go to:

https://businessregistration.utah.gov/

You will then "Click to log on with Utah-ID," which will redirect you to the UtahID login page.

If this is your first time logging in to the State of Utah's business registry system, please refer to our instructions on setting up a UtahID and creating an account here:
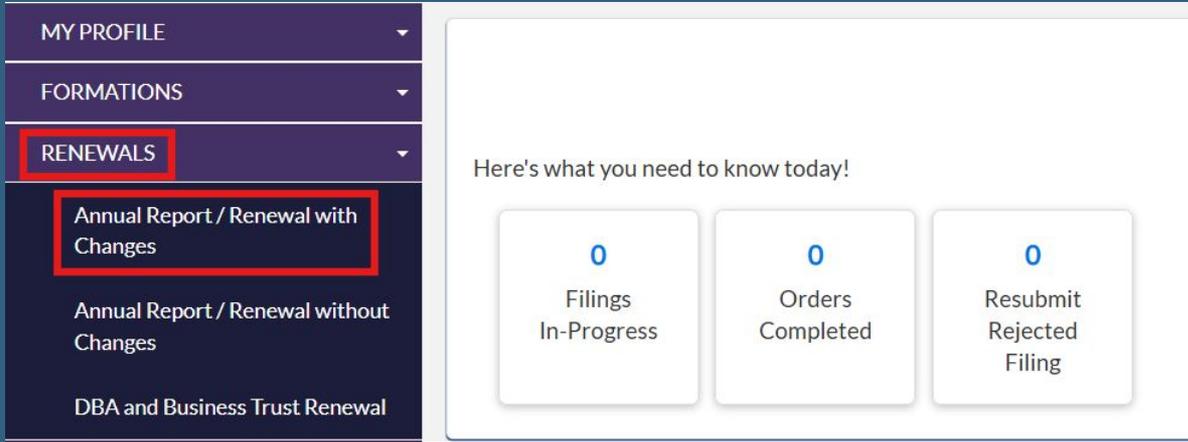
https://corporations.utah.gov/wp-content/uploads/2024/11/UTID-Login.pdf

Once you have logged into your UtahID account you will be redirected to your dashboard.

On the left side of the page you will click "Renewal" and then "Annual Report/Renewal with Changes."

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ENTITY SEARCH

To renew a Business Trust or an Assumed Name (DBA), please select "DBA and BT Renewal" from the menu on the left.

Entity Name: [   ]   OR   Entity Number: [14532364-0142]

[🔍 Search] [Clear]

Give Feedback

You will then search the business that you are filing the annual report/renewal on behalf of.

You can either search by the business name or entity number.

Once you have entered that information click "Search" and it will populate in the search result section. Select the entity by clicking on the radio button and click on "Select."

The "Search Results" field will appear. If the returned search results are correct click on "Next."

NOTE: if the search returns more than one entity you will need to click on the select button to the left of the entity name that you are filing on behalf of.

CHARITABLE ORGANIZATION QUESTIONS

○ Yes ● No

Is the domestic or foreign nonprofit corporation on behalf of which you are filing a charitable organization? *

Please see Utah Code § 13-22-2 for the definition of a charitable organization.

○ Yes ● No

Is the nonprofit required to file IRS Form 990, 990-EZ, 990-N, or 990-PF with the IRS? *

- If this is your first time registering as a nonprofit and/or the nonprofit is not required to file IRS Form 990, 990-EZ, 990-N, or 990-PF, select "No".
- If the nonprofit is required to submit IRS Form 990, 990-EZ, 990-N, or 990-PF to the IRS, select "Yes". As you proceed with this registration, be prepared to upload the most recent unredacted copy of the aforementioned form. Please be aware that the nonprofit will be required to upload one of the aforementioned forms annually when the annual report is due.
- DO NOT upload a copy of the 990-T, a Schedule B, a Statement of Functional Expenses, a social security card, driver's license, passport, or any other document with personally identifiable information. Anything you upload will be publicly available.
- Please see Utah Code § 13-22-15 for more information about this requirement.

If you are a non-profit corporation, domestic or foreign, that operates as a charitable organization you will need to answer the questions provided. If you answer "Yes" to both questions you will be required to upload the most recent copy of the IRS Form 990, 990-EZ, 990-N or 990-PF on the "Supporting Documentation Upload" screen.

If you are a non-profit that is not a charitable organization you can answer "No" to the first question.

Once you have answered the question(s) you will click "Next."

NOTE: If you are filing your annual report/renewal on a different entity type (e.g. LLC, CORP, DBA, etc.) this page will not appear.

As you go through each section you will have the ability to add, update and/or remove information.

☑ Select checkbox to update/provide information below.

To edit information on the page you will need to check the "Select Checkbox to Update/Provide Information Below" found at the top of each section of the renewal process.

PURPOSE STATEMENT

If you are not changing your purpose statement you can click "Next" at the bottom of the page.
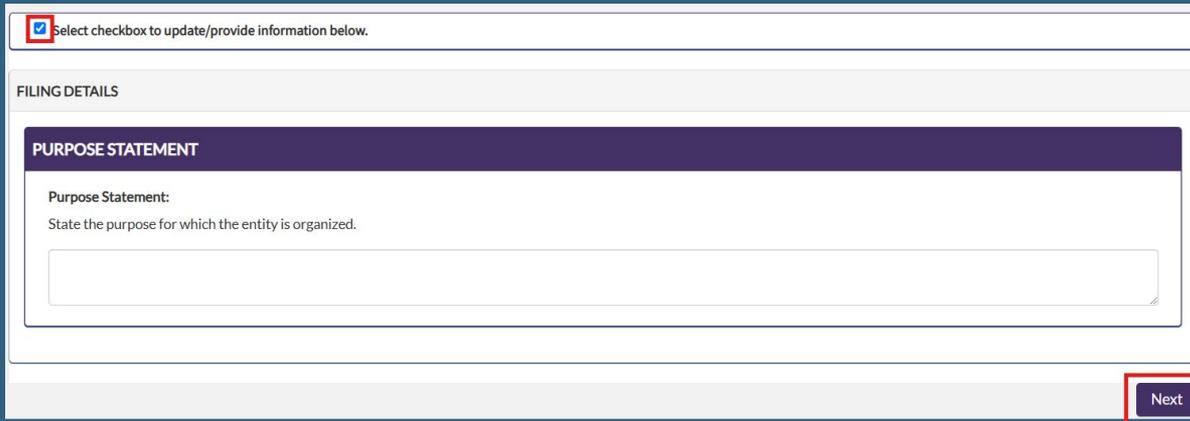
The purpose statement is a short description of what services your entity provides.This is an optional field. Once you have entered that information you will click "Next."

☑ Select checkbox to update/provide information below.

FILING DETAILS

PURPOSE STATEMENT

Purpose Statement:
State the purpose for which the entity is organized.

Next

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Principal Office Address

If the principal office address, mailing address and email address are correct you can click on "Next" at the bottom of the page.

If you need to edit this information you can check the edit box at the top of the page.

☑ Select checkbox to update/provide information below.

PRINCIPAL OFFICE ADDRESS AND CORRESPONDENCE EMAIL

PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE ADDRESS

Address Line 1: * `160 S 300 E`

Country: * `United States`

City: * `Salt Lake City`

Address Line 2:

Zip Code: * `84111`

State: * `Utah`

Principal Office Address (cont.)

The mailing address can be different from the principal office address. If it is the same you can check the "Mailing Address Same as Principal Office Address" checkbox and it will auto populate that information.

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Principal Office Address (cont.)

The email address provided will be used for annual report notices and other communications from our office.

If there are no other changes to make in the "Principal Office Address" section of the renewal process you will click "Next."

CORRESPONDENCE EMAIL ADDRESS ENTRY

Enter an email address for the business entity. This address will be used for annual report notices and other communications.

Email Address: TEST4@UTAH.GOV

Re-enter Email Address: TEST4@UTAH.GOV

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Registered Agent Information

All businesses that register with the state of Utah are required to appoint a registered agent. The registered agent will be required to have a Utah street address. A registered agent is an agent of the represented entity authorized to receive service of any process, notice, or demand required or permitted by law to be served on the entity. Failure to maintain a registered agent will result in the entity being administratively dissolved, cancelled, terminated, withdrawn or revoked, depending on entity type.

A registered agent can be a commercial registered agent (registered with our office), a Utah business entity (registered with our office), an individual or an unregistered entity.

Please note, a PO Box is only allowed in the mailing address. If you do not have a Utah address, you may choose to hire a Commercial Registered Agent or a Utah attorney as your Registered Agent.

For more information regarding registered agents please refer to Utah Code §16-17.

If you are not changing your registered agent (RA) you can click "Next" at the bottom of the page.

If you are changing your registered agent you will follow these steps:
- Search for your registered agent by name.
- If the registered agent is found, click the select bubble next to the registered agent and click Select Registered Agent.
- If your registered agent is not found, click the Create Agent button and input the relevant information.

Once you have entered your registered agent click "Search."

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Adding a Registered CRA or a Utah Registered Entity (cont.)

If the entity is found you will select the radio button next to the registered agent's name and click "Select Registered Agent."

Note: The search results may pull more than one entity, so please make sure you select the correct one.

SEARCH RESULTS

Select	Name	Entity Number	Agent Type	Address	Status
●	TEST TEST	14553062-0251	Commercial Registered Agent	123 Anywhere Ln, Salt Lake City, UT 84114	Active

Page 1 of 1, records 1 to 2 of 2

Select Registered Agent

UPDATE SELECTED REGISTERED AGENT

RA Name Type: ○ Individual ● Entity ○ Unregistered Entity

☑ Commercial Registered Agent

Entity Name: * `TEST TEST`

Entity Number: `14553062-0251`

Entity Type: `COMMERCIAL REGISTERE`

Entity Status: `Active`

Address Line 1: * `123 Anywhere Ln`   Address Line 2: [   ]

Country: * `United States`   Zip Code: `84114` -

City: * `Salt Lake City`   State: `Utah`

Adding a Registered CRA or a Utah Registered Entity (cont.)

It will then populate the new registered agent's information in the "Update Registered Agent" field. If the information is correct click on "Next" at the bottom of the page.

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REGISTERED AGENT INFORMATION

REGISTERED AGENT SEARCH

Agent Name: * I File For You

[Search] [Reset] [Create Agent]

The Registered Agent receives important legal documents on behalf of the business. The Registered Agent could be an individual (you, for example), a Commercial Registered Agent, or an attorney.
1. Search for your registered agent by name.
2. If the registered agent is found, click the select bubble next to the registered agent and click Select Registered Agent.
3. If your registered agent is not found, click the Create Agent button and input the relevant information.

Please note, a PO Box is only allowed in the mailing address. If you do not have a Utah address, you may choose to hire a Commercial Registered Agent or a Utah attorney as your Registered Agent.

SEARCH RESULTS

Select	Name	Entity Number	Agent Type	Address	Status
			No records to view.		

Creating a Registered Agent or Updating the Address of Current Registered Agent

If your search for your registered agent produces no results (no records to view) you will click on "Create Agent"

To update the address of your current registered agent you will put the individual or unregistered agent in the search field, click on "Search" and then "Create Agent." Please note that this only applies to individuals and unregistered entities. CRAs and registered Utah business entities addresses cannot be edited during this process.

Creating a Registered Agent or Updating the Address of Current Registered Agent (cont.)

CREATE REGISTERED AGENT

CREATE NEW REGISTERED AGENT

RA Name Type: ○ Individual ○ Entity ● Unregistered Entity

Entity Name: * I File For You

Address Line 1: * 160 E 300 S

Country: * United States

City: * Salt Lake City

Email:

Address Line 2:

Zip Code: 84111 -

State: Utah

☐ Registered Agent Mailing Address Provided

[Save] [Cancel]

On the create registered agent screen you will select either "Individual" or "Unregistered Entity" and enter their information in the required fields.

The register agent's address must be a Utah street address, but you can provide us with a mailing address that is a PO box by checking the "Registered Agent Mailing Address Provided" box.

NOTE: do not select the "Entity" radio button. If your registered agent is a registered Utah entity it should be searchable on the registered agent search screen. If it is not pulling up any results please contact our office for assistance.

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UPDATE SELECTED REGISTERED AGENT

RA Name Type: ○ Individual   ○ Entity   ● Unregistered Entity

☐ Commercial Registered Agent

Entity Name: * I FILE FOR YOU

Address Line 1: * 123 Anywhere Ln   Address Line 2:

Country: * United States   Zip Code: 84102 -

City: * Salt Lake City   State: Utah

Email:

Creating a Registered Agent or Updating the Address of Current Registered Agent (cont.)

It will then populate the new registered agent's information you entered in the "Update Registered Agent" field. If the information is correct click on "Next" at the bottom of the page.

Principal Information

If you are not changing the principal information you can click "Next" at the bottom of the page.

If you are adding new principals to your entity they can be one of the following:

- An Individual
- An Entity

In the following examples you will learn how to add an entity and an individual.

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PRINCIPAL INFORMATION

To minimize retyping use the "Add Principal" button. This will add your principal but leave entered information. To clear entered data after adding, use the "Add & Clear" button.

Titles: * Select

Start Date:

Resignation Date:

Name Type: * Individual ○ Entity ●

Entity Name: * I File For You

Address Line 1: 160 E 300 S

Address Line 2:

Country: United States

Zip Code: 84111 -

City: Salt Lake City

State: Utah

⊕ Add Principal   ⊕ Add & Clear   Clear

To add an entity you will select the "Entity" radio button. You will complete the required fields and click "Add principal."

When you click "Add Principal" the field will retain the information provided, so if you are adding multiple principals you will only need to update the title and name fields. "Add & Clear" will remove all information entered.

NOTE: The "Titles" drop down menu is specific to each entity type. If you are uncertain as to what the title should be please consult an attorney.

Principal Information (cont.)

To add an individual you will select the "individual" radio button. You will complete the required fields and click "Add principal."

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Principal Information (cont.)

You will then be able to view the active principals associated with the entity, which can also be edited, removed and/or deleted. If there are no other principals to add, edit, remove and/or delete you will click on "Next."

ACTIVE PRINCIPALS

Title	Name	Address	Start Date	Resignation Date	Change	Action	
Incorporator	SCOTT WHITTAKER	125 n MAIN ST, S Salt Lake, UT 84115				Edit	Remove
Director	JANET LARIOS	125 n MAIN ST, S Salt Lake, UT 84115				Edit	Remove
Officer	SCOTT WHITTAKER	125 n MAIN ST, S Salt Lake, UT 84115				Edit	Remove
Director	I File For You	160 E 300 S, Salt Lake City, UT 84111			Added	Edit	Delete

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SUPPORTING DOCUMENTATION UPLOAD

Do not upload anything that includes personally identifiable information (PII) such as social security numbers, copies of checks, passport information, etc. as these will be publicly viewable documents.

Documentation must be in .pdf format.

File Description	Required	File Name	File Size	Action
Additional Documentation	N	1.pdf	24 KB	
Additional Documentation	N	N/A	N/A	

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Next

- Upload

- View Upload

- Delete Upload

You will then have an opportunity to upload associated documents.

For an annual report without changes this step is not required.

If you are a non-profit corporation that operates as a charitable organization, and has answered "yes" to both questions on the "Charitable Organization Questionnaire" screen, you will be required to upload the most recent copy of the IRS Form 990, 990-EZ, 990-N or 990-PF.

If there are no documents to upload click "Next."

NOTE: If documents are uploaded in this process it will be reviewed internally by our office, which may cause delays in approval.

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REQUIRED SIGNATURE

Indicate the following attestation statements in order to submit the filing

☑ * **I hereby certify:**
- I am authorized to submit this filing;
- the information in this filing is true and accurate;
- the signature below is of the individual signing this document or is made with the full knowledge and permission of the individual.

☑ * **I am authorized to sign this Annual Report / Renewal.**

☑ * **I Acknowledge receipt of the below Information:**
- The information provided in this form will be used by the Division to evaluate and complete your request. Failure to provide complete information as requested will result in the denial of your request as incomplete.
- Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit https://corporations.utah.gov/records/.
- In order to comply with legal and regulatory requirements, we may share information provided in this form with authorized parties such as other government agencies, national licensing databases, contracted vendors, etc. Additionally, many items collected by the Division are classified as "public" under the Government Records Access and Management Act, Utah Code § 63G-2-101 et seq.
- For more information on how the information you provide is shared, please refer to https://corporations.utah.gov/records/.

You will then be directed to the signature page.

You will check the attestation, authorization and acknowledgement check boxes.

After those items have been checked scroll down the page.

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In the signature section you will:
- Type your name in the signature field.
- If the title is **NOT** auto-populated, you will select a title from the "Title" dropdown box.
  - NOTE: If you sign as a Director, Partner (for Limited Partnerships) or Trustee (for Business Trust) please note that every individual with this position title must sign. If this applies to you, click the "Add" button after entering the name and title before adding additional signatures. Otherwise, only one signature is required.
- Click "Add/Update" to add your signature(s).
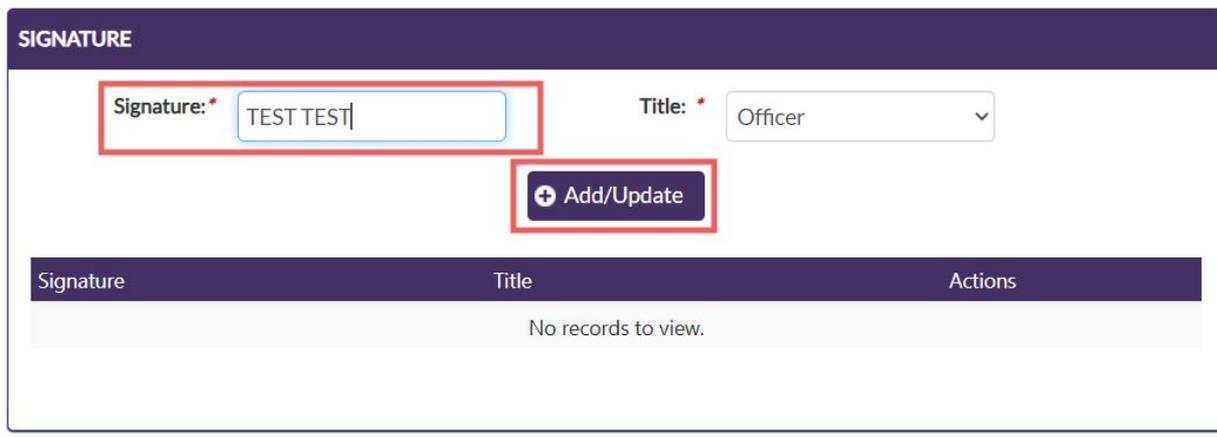
If you added an individual that shouldn't have been added you will click "Delete." If you misspelled a name, or the title is incorrect you will click on "Edit" to correct it.

Once you have added signatures you will click on "Next" at the bottom of the page.

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FILING DETAILS   EDIT

PURPOSE STATEMENT

Purpose Statement:

State the purpose for which the entity is organized.

NA

PRINCIPAL OFFICE ADDRESS AND CORRESPONDENCE EMAIL   EDIT

PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE ADDRESS

Address Line 1: 160 S 300 E   Address Line 2:

Country: United States   Zip Code: 84111

City: Salt Lake City   State: Utah

You will then have a an opportunity to review information pertaining to your entity on the Entity Information page. Please review this to make sure you do not need to make any additional edits, which can be done by clicking on "Edit" on the right hand side of the page.After you review this information you will click "Add to Shopping Cart" at the bottom of the page.

SHOPPING CART

Items   **Grand Total: $18.00**

Please note, filings with a red "X" are no longer valid. Filings with a green checkmark are ready for payment.

Checkout Status	Transaction	Name/Reference	Amount	Action
✔	Annual Report / Renewal with changes	TEST 2 CORP	$18.00	✎ 🗑

🔒 **Make Payment**   **Add Another Filing**

You will then be directed to your shopping cart where you can return to in-progress filings, add another item or checkout. If this was the only filing you needed to file click "Checkout."

You will then enter your credit card information and click "Complete."

If you are experiencing issues specific to logging into your UtahID account please call the Division of Technology Services (DTS) at (800) 678-3440 or online at:

https://dts.utah.gov/idhelp/

If you are able to log into your UtahID, but are having issues accessing the state of Utah's business registry system please contact our office at (801) 530-4849.