



FORM **16-I**

**Domestic Business Corporation  
Annual Report**

**INFORMATION AND INSTRUCTIONS  
REQUIRED UNDER [CH. 180.1622 WIS. STATS.](#)**

This form is mandatory and must be used to file the REQUIRED ANNUAL REPORT for a Domestic Business Corporation. Failure to file this report may result in administrative dissolution for domestic entities under [s. 180.1420](#) Wis. Stat. Department of Financial Institution staff cannot provide legal advice regarding this form.

You may go online to the [Corporate Record Search](#) and enter in your company name; it will show you the type of entity you formed.

**Required Annual Report filing fees**

Type	Chapter	Fee
Domestic (WI) Corporation	180	\$40.00 per year*
Domestic (WI) Close Corporation	180	\$40.00 per year*

A domestic corporation/domestic close corporation shall deliver its annual report to the Department in each year following the calendar year in which the domestic corporation/domestic close corporation was incorporated, during the calendar year quarter in which the anniversary date of the incorporation occurs. ([s. 180.1622 \(3\) \(a\)](#) Wis. Stat.) **\*If report filed on line, filing fee is \$25.00.**

**Domestic Entity Annual Due Dates**

Incorporation Date	Annual Due Date
January 1 <sup>st</sup> thru March 31 <sup>st</sup>	March 31 <sup>st</sup>
April 1 <sup>st</sup> thru June 30 <sup>th</sup>	June 30 <sup>th</sup>
July 1 <sup>st</sup> thru September 30 <sup>th</sup>	September 30 <sup>th</sup>
October 1 <sup>st</sup> thru December 31 <sup>st</sup>	December 31 <sup>st</sup>

Please complete each section, answering ALL questions. IF SOMETHING IS LEFT BLANK THE REPORT WILL BE REJECTED AND RETURNED. If the answer to any question is "NONE", please enter the word "NONE". Be sure the report is signed, dated and includes a check payable to the Department of Financial Institutions for the appropriate filing fee (see above).

INSTRUCTIONS:

1. Enter the name of the entity.
2. A statement that the entity is formed under the laws of Wisconsin.
3. Enter the name of the registered agent and the mailing address of the registered agent in Wisconsin: Each entity shall continuously maintain in this state a registered office and registered agent. The registered office may, but need not, be the same as any of its places of businesses. **THE CORPORATION MAY NOT NAME ITSELF AS THE REGISTERED AGENT.** ([s. 180.0501 \(1\) Wis. Stats.](#))
4. Enter the address of the principal office. A principal office is the location where the entity maintains its principal executive offices.
5. List the names and post-office addresses of each director and principal officer. (attach additional pages as needed)



Title Definitions:

**DIRECTORS:** A director shall be an individual. The articles of incorporation or bylaws may prescribe other qualifications for directors. A director need not be a resident of this state or a member of the corporation unless the articles of incorporation or bylaws so prescribe. **Minimum number:** A board shall consist of 3 or more individuals, with the number specified in or fixed in accordance with the articles of incorporation or bylaws.

**OFFICERS: (1) PRINCIPAL OFFICERS.** Unless otherwise provided in the articles of incorporation or bylaws, a corporation shall have a president, a secretary, a treasurer and such other officers as are appointed by the board. **(2) ASSISTANT OFFICERS.** A duly appointed officer may appoint one or more officers or assistant officers if authorized by the bylaws or the board. **(3) MULTIPLE OFFICES.** The same individual may simultaneously hold more than one office in a corporation.

6. Please provide a brief description of the nature of the business.
7. Every corporation shall, in its annual report filed with the Department of Financial Institutions, show whether it has entered into any contract, combination in the form of trust or otherwise, or conspiracy in the restraint of trade or commerce. The Department of Justice shall enforce this section. [\(s. 133.12 Wis. Stats.\)](#)
8. Enter in the necessary information for all authorized stocks. (attach additional pages as needed)

**Class** – Types of listed company stock that are differentiated by the level of voting rights shareholders receive.

**Series** – Options within the same class.

**Authorized Shares** – The maximum number of shares that a corporation is legally permitted to issue as stated in its articles.

**Issued Shares** – The quantity of shares which have been allocated and are held by shareholders.

**Outstanding Shares** – The quantity of shares that, after their issue, have been sold to and are being held by shareholders.

9. The person executing a document shall sign it, state his or her name and the capacity in which he or she signs and state the executed date. Any of the following persons may execute a document as described in [s. 180.0120\(3\) \(a\) Wis. Stats.](#) Please check the appropriate box.
  - An **officer** of the Domestic Corporation or Foreign Corporation may sign.
  - If directors have not been selected or the corporation has not been formed, an **incorporator** may sign.
  - If the Domestic Corporation or Foreign Corporation is in the hands of a receiver, trustee or other court-appointed fiduciary then the **fiduciary** may sign.

**NONREFUNDABLE FILING FEE:** Make \$40.00 remittance payable to the [Department of Financial Institutions](#).

**Optional expedited service:** The nonrefundable expedited service fee of **\$25.00** is in addition to the filing fee required for this document to be processed, and provides the document will be processed in an expeditious manner. If you need assistance, please contact the Department at (608) 261-7577.

This form is required to accomplish a filing with the department. Information requested may be used for secondary purposes. This document can be made available in alternate formats upon request to qualifying individuals with disabilities.

**Mailing Address:**

State of WI-Dept. of Financial Institutions  
 Box 93348  
 Milwaukee WI 53293-0348

**Physical Address for Express Mail/Courier**

Department of Financial Institutions  
 Division of Corporate & Consumer Services  
 201 W. Washington Ave – Suite 300  
 Madison WI 53703