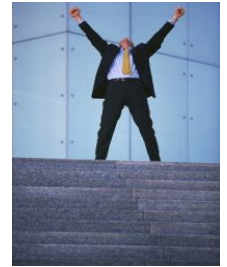


# Overlooked Filing Requirements



## Symptoms (Pain)

- Missed filing requirements for all types of corporate registrations, licenses, miscellaneous taxes, etc.
- Penalties and business ramifications are significant
- Time-consuming

## Causes (Diagnosis)

- Very complex filing requirements which vary by state
- Not always aware of the states that we need to file in
- Easy to overlook when we have picked up a client in a new state

## Best Practices and Recommendations

- Track state presence (revenue, employees & property)
- Research and identify the filing requirements by state
- Maintain a list of all filing requirements, supporting documents needed and due dates

## AWS Capabilities

- Efficiently tracks state activity/presence at the client level, including Nexus
- Tracks status of all other filing requirements
- When a state is added, update all filing requirements selecting required forms

# AWS efficiently tracks state activity/presence at the client level

AWSI Home Screen Client Maintenance

## Client Maintenance

Spouse  [Add A New Client](#)  
 Salutation  Type  ID   
 Trade Name  DMS Reference  Active   
 Referred By  Client Since  **Credit Hold**   
 Notes

[General](#) [Services](#) [Maintenance](#) [Maintenance 2](#) [Client Data](#) [State Information](#) [Document Management](#)

| State    | Revenue                             | Employees                           | Property                            | NEXUS                               | Reason      | Registered                          | Non Prc                             | Annua                               | Audit F                             | Misc 4                   |
|----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Maryland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Physical Pi | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Delaware | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Virginia | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Alaska   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| *        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

# Tracks status of all other filing requirements



| Tax Year | Period | State          | Task  | Form           | Due Date  | Status      |
|----------|--------|----------------|-------|----------------|-----------|-------------|
| 2011     | Annual | South Carolina | AUDIT |                | 4/15/2011 |             |
| 2011     | Annual | Federal        | BRKDL | SEC Form X-17A | 4/15/2012 | Active      |
| 2011     | Annual | South Carolina | BRKDL | Form BD        | 3/15/2012 | Not Started |

When a state is added, update all filing requirements selecting required forms

AWSI Home Screen Client Maintenance State Filing Requirements

## State Filing Requirements - Other Filings & Tax Forms

**A Non-Profit Company**

**Maryland**

Other Filings Tax Forms

| Required Forms | Form   | Description                     | Filing Deadline | Extension Deadline |
|----------------|--------|---------------------------------|-----------------|--------------------|
| COR-92         | COR-92 | MD Secretary of State           | 06/30           |                    |
| Form 1         | Form 1 | MD Personal Property Tax Return | 04/15           | 06/15              |
| Form 2         | Form 2 |                                 |                 |                    |
| *              |        |                                 |                 |                    |