

**DISTRICT OF COLUMBIA GOVERNMENT  
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS  
Corporations Division**

February 28th, 2014

Pursuant to D.C. Code § 29-102.11

***DEAR REPORT FILER:***

April 1st, 2014 is the 2-year report filing deadline for those domestic and foreign filing entities scheduled to file this reporting period. Filing entity includes domestic and foreign for-profit and non-profit corporation, Limited Liability Company, limited liability partnership, limited partnership, general and limited cooperative association and business trust.

**Important things to know:**

- **Report fee is \$300 (all for-profit entities except nonprofit corporations and general cooperative associations) or \$80 (non-profit entities including nonprofit corporations and general cooperative associations) if filed by the deadline.** Late fee of \$100 (for-profit entities) or \$50 (non-profit entities) will be assessed if report is filed after the deadline.
- **Biennial report shall be filed online effective 2014 reporting period**
- **Online Filing:** Click on CorpOnline Link <https://corp.dcra.dc.gov>; create the profile, access the online services main page, click on “periodic report” header under domestic or foreign section, then on bra-25 for-profit or nonprofit link based on organizational type and proceed. Online filers must pay by using Visa or Master credit card. Report will be filed and confirmation email will be sent to the address on the profile. Copy of filed report will also be available under “approved services” tab of corponline account.
- **Walk-in filers** will be assessed one day expedited fee of \$100 in addition to regular filing fees.
- **If you have filed biennial report form BRA-25 for year 2013 or 2014, please, disregard this notice.**

**Division’s Websites:**

<https://corp.dcra.dc.gov> – CorpOnline  
[www.dcra.dc.gov](http://www.dcra.dc.gov) click on “Business Licensing / Registration”  
Click on “Register Domestic or Foreign Filing Entity”

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Phone: (202) 442-4400 (option 5)