

# Instructions for Form FTB 3522

## Limited Liability Company Tax Voucher

### General Information

#### A Purpose

Form FTB 3522 is used to pay the annual limited liability company (LLC) tax of \$800 for taxable year 1997 by all LLCs doing business in California or registered to do business in California with the California Office of the Secretary of State (SOS).

#### B Who Must Pay the Annual LLC Tax?

Every LLC that is doing business in California or that has articles of organization accepted or a certificate of registration issued by the SOS is subject to the annual LLC tax of \$800. The tax must be paid for each taxable year until a certificate of cancellation of registration or of articles of organization is filed with the SOS.

#### C How to Complete the Form

Please complete all information requested on this form. To assure timely and proper application of the payment to your account, please remember to enter the file number assigned upon registration of the LLC with the SOS and the federal employer identification number (FEIN).

#### D Where to Mail the Annual LLC Tax

Mail the annual LLC tax to:  
 FRANCHISE TAX BOARD  
 PO BOX 942857  
 SACRAMENTO CA 94257-0631

#### E When to Pay the Annual LLC Tax

The annual LLC tax is due and payable on or before the 15th day of the 4th month after the beginning of the LLC's taxable year.

If the 15th day of the 4th month of the LLC's taxable year has passed before the LLC commences business in California or registers with the SOS, the LLC annual tax should be paid immediately after commencing business or registering with the SOS.

#### F Penalties and Interest

If the LLC fails to pay its total tax by the 15th day of the 4th month after the beginning of the taxable year (fiscal year filers) or April 15, 1997 (calendar year filers), a late payment penalty plus interest will be added to the tax due. The penalty and interest will be computed from the due date of the tax payment to the date paid.

For information on the calculation of the penalty, see the instructions for Form 568, General Information H, Penalties and Interest.

#### G Late Payment of Prior Year Annual LLC Tax

If a prior year LLC tax of \$800 was not paid on or before the 15th day of the 4th month after the beginning of the taxable year, the tax should be remitted as soon as possible, using the appropriate year form FTB 3522, Limited Liability Company Tax Voucher. **Do not** use any other form for payment of the tax. This will assure proper application of the payment to the LLC account.

TEAR HERE

TAXABLE YEAR

Limited Liability Company  
 Tax Voucher

CALIFORNIA FORM

1997

3522

Type or print the taxable year, Secretary of State file number, FEIN, name and address in the spaces below.

For taxable year beginning	MONTH	DAY	YEAR	, and ending	MONTH	DAY	YEAR
Limited liability company name			1997				
Address					Secretary of State file number		
City					Federal employer identification number (FEIN)		
State					ZIP code		

**DUE DATE** — Due the 15th day of the 4th month of the taxable year.

**AMOUNT DUE**

Return this form with a check or money order to: **FRANCHISE TAX BOARD,  
 PO BOX 942857, SACRAMENTO, CA 94257-0631**

\$	800	00
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