



## Instructions for Filing Annual Report for a Non-Profit Corporation

[Section 7-6-90](#) of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

**This legal document should be typed. All illegible documents will be REJECTED.**

### How to complete the form:

1. List the entity's ID number. The ID number can be found by looking up your entity in the [Corporate Database](#). Please include this number on your check and refer to it in any future correspondence or filings with the Business Services Division.
2. List the name of the corporation. The entity name can be verified through our [Corporate Database](#). If the entity name has changed an amendment, form [201](#) or form [251](#), must be filed with this office. [Electronic filing](#) may be available.
3. List the state or country of incorporation.
4. Provide a brief statement of the character of business in which the corporation is actually engaged in this state. If the corporation is inactive, this section must still be completed.
5. List the address of the principal office of the corporation.
6. List the names and respective addresses of the officers of the corporation. **Do not leave areas blank.** If the answer is none, write "none." If additional space is needed, check the box and include the entity ID number on the attachment.
7. List the names and respective addresses of the directors of the corporation. **Do not leave areas blank.** If the answer is none, write "none." If a domestic corporation, the number of directors of the corporation shall **NOT BE LESS THAN THREE (3)**. If additional space is needed, check the box and include the entity ID number on the attachment.
8. The corporation's registered agent is of record in this office and can be found on the entity summary screen. If the registered address has changed, a Statement of Change of Registered Agent/Office, form [641](#) must be filed. [Electronic filing](#) may be available.
9. An Authorized Representative **MUST** sign and date the form.

### How to pay the filing fee:

The filing fee is \$20, payable either in person via cash, credit card, or check at the Business Services Division, or by mail to the Business Services Division via check made payable to the R.I. Department of State.

The filing period for this document is June 1 to June 30. Failure to file this report by July 30 will result in a \$25.00 penalty fee.

### How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will **NOT** result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Corporate Database](#)
- Enter the name or ID number of your entity and click "Search"
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing"
- Identify desired type of filing and click on "PDF" under "Files" to view and print the record
- Filing rejections can be viewed online, via the [Rejected Filings Viewer](#) on our website.

### How to maintain your status:

The corporation is responsible for filing an annual report each calendar year, excluding the year of incorporation, between June 1 and June 30. A courtesy reminder will be mailed to the registered agent prior to June 1 of each year. Be sure to follow up with your registered agent concerning the filing of this report. Failure to file an annual report or maintain a registered agent/office may result in the revocation of the Articles of Incorporation/Authority pursuant to RIGL [7-6-56](#) and [7-6-85](#).

Your business may require additional licensing. Please visit our [website](#) for further information.

**Annual Report for the year: \_\_\_\_\_**  
**Non-Profit Corporation**

→ Filing period: June 1 - June 30

→ Filing Fee: \$20.00

→ Penalty: Additional \$25.00 fee if form is not filed by July 30.

STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

1. Entity ID Number		2. Exact name of the Corporation					
3. State of Incorporation		4. Brief description of the character of business conducted in Rhode Island					
5. Principal Office Address				City		State	Zip
6. List ALL officers (names and addresses) <span style="float: right;">Check the box to indicate an attachment <input type="checkbox"/></span>							
President Name				Vice-President Name			
Street Address				Street Address			
City		State	Zip	City		State	Zip
Secretary Name				Treasurer Name			
Street Address				Street Address			
City		State	Zip	City		State	Zip
7. List ALL directors (names and addresses). RI Corporations <b>MUST</b> list at least <b>THREE</b> directors. <span style="float: right;">Check the box to indicate an attachment <input type="checkbox"/></span>							
Director Name				Director Name			
Street Address				Street Address			
City		State	Zip	City		State	Zip
Director Name				Director Name			
Street Address				Street Address			
City		State	Zip	City		State	Zip
8. Registered Agent in Rhode Island. This information is currently of record in the Department of State. Changes require filing Form 641.							
<b><i>Under penalty of perjury, I declare and affirm that I have examined this report, including any accompanying schedules and statements, and that all statements contained herein are true and correct.</i></b>							
<i>This report must be signed by either the President, Vice-President, Secretary, Assistant Secretary, Treasurer, duly Authorized Representative, Receiver or Trustee.</i>							
Name of Officer/Authorized Representative						Date	
Signature of Officer/Authorized Representative							
SIGN DOCUMENT HERE							

**MAIL TO:****Division of Business Services**

148 W. River Street, Providence, Rhode Island 02904-2615

**Phone:** (401) 222-3040**Website:** www.sos.ri.gov