



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.

All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

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](#) is available.
3. List the state or country of incorporation.
4. Enter the six digit NAICS code that describes the primary type of business in which the entity engages. Download our [NAICS Code List](#).
5. Provide a brief statement of the character of business in which the entity is actually engaged in this state. If the entity is inactive, this section must still be completed.
6. List the address of the principal office of the entity.
7. 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.
8. 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.
9. The corporation's registered agent is of record in this office and can be found on the entity summary screen in our [Corporate Database](#). If the registered address has changed, a Statement of Change of Registered Agent/Office, form [641](#) must be filed. [Electronic filing](#) is available.
10. An Officer/Authorized Representative **MUST** sign and date the form.

How to pay the filing fee:

The filing fee is \$20, payable either by mail via check made payable to RI Department of State or in person via cash, credit card, or check at the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

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 "View PDF" to view and print the record

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



STAMP

FOR SECRETARY OF STATE USE ONLY

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.

Form with sections: 1. Entity ID Number, 2. Exact name of the Corporation, 3. State of Incorporation, 4. NAICS Code, 5. Brief description of the character of business conducted in Rhode Island, 6. Principal Office Address, 7. List ALL officers (names and addresses), 8. List ALL directors (names and addresses), 9. The Registered Agent information of record with the RI Department of State is accurate. Includes signature line and date field.

MAIL TO:
Division of Business Services
148 W. River Street, Providence, Rhode Island 02904-2615
Phone: (401) 222-3040
Website: www.sos.ri.gov



Department of State - Business Services Division

The Department of State tracks the number of new business filings on a quarterly and an annual basis. We are seeking more information from non-profit corporations and hope these four voluntary questions will help us better present useful trends and information on the health of our economy:

Entity ID Number:	Name of the Non- Profit Corporation:
1. How many full-time employees does the non-profit have:	
0 1-5 6-50 51-200 201-500 Over 500	
2. How many volunteers does the non-profit have:	
0 1-5 6-50 51-200 201-500 Over 500	
3. What was the non-profit's operating budget for the past year:	
\$0-\$50,000 \$51,000-\$250,000 \$251,000-\$500,000 \$501,000-\$1,000,000 Over \$1,000,000	
4. Identify the funding sources that contributed to the non-profit's operating budget for the past year:	
Federal Grants State Grants Donations Fee-for-service Fundraising	

Please note that all records maintained by or kept on file by the Department of State shall be public records unless exempt from disclosure in accordance with RIGL [38-2 Access to Public Records](#).

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