



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

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.

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 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.

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 the desired type of filing and click on "PDF" under "View PDF" to view and print the record.

How to maintain your status:

The entity is responsible for filing an annual report each calendar year, excluding the year of incorporation, between February 1 and May 1. A courtesy reminder will be mailed to the registered agent prior to February 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 will result in revocation proceedings.

Every entity registered with the RI Department of State - Business Services Division will have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing. Please visit our [website](#) for further information.

Your entity may also be required to report (and update, if necessary) information about the business and its beneficial owners to the U.S. Department of Treasury's Financial Crimes Enforcement Network (FinCEN). Visit [FinCEN.gov/boi](#) for more information.



**State of Rhode Island
Department of State - Business Services Division**

STAMP

FOR
SECRETARY OF STATE
USE ONLY

**Annual Report for the year: _____
Non-Profit Corporation**

- Filing period: February 1 - May 1
- Filing Fee: \$20.00
- Penalty: Additional \$25.00 fee if form is not filed by May 31.

1. Entity ID Number	2. Exact name of the Corporation				
3. State of Incorporation	5. Brief description of the character of business conducted in Rhode Island				
4. NAICS Code					
6. Principal Office Address			City	State	Zip
7. List ALL officers (names and addresses)					Check the box to indicate an attachment
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
8. List ALL directors (names and addresses). RI Corporations MUST list at least THREE directors.					Check the box to indicate an attachment
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
9. The Registered Agent information of record with the RI Department of State is accurate. Changes require filing Form 641.					
<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>					
<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					

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



State of Rhode Island
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:	
<ul style="list-style-type: none"> 0 1-5 6-50 51-200 201-500 Over 500 	
2. How many volunteers does the non-profit have:	
<ul style="list-style-type: none"> 0 1-5 6-50 51-200 201-500 Over 500 	
3. What was the non-profit's operating budget for the past year:	
<ul style="list-style-type: none"> \$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:	
<ul style="list-style-type: none"> 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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Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. All fields are REQUIRED.

Name:		Date:
Entity Name:		
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number:

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email corporations@sos.ri.gov.