Office of the Minnesota Secretary of State

Minnesota Nonprofit Corporation | Annual Renewal

Minnesota Statutes, Chapter 317A

Must be filed by December 31

Read the instructions before completing this form.

1. File Number: _____ 2. Governed Under the Laws of the State of: **MINNESOTA**

3. Corporate Name: (Required)

4. Registered Office and Agent

Registered Office Address: (Required)

Street Address *(A PO Box by itself is not acceptable)* City State Zip

Registered Agent: (if applicable)

5. Name and business address of the Corporate President: (Required)

Name

Street Address City State Zip Code

Email Address for Official Notices
Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

☐ Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

List a name and daytime phone number of a person who can be contacted about this form:

Contact Name Phone Number

Entities that own, lease, or have any financial interest in agricultural land or land capable of being farmed must register with the MN Dept. of Agriculture's Corporate Farm Program.

Does this entity own, lease, or have any financial interest in agricultural land or land capable of being farmed?
Yes ☐ No ☐

NOTICE: Failure to file this form by December 31 of this year will result in the dissolution of this corporation without further notice from the Secretary of State, pursuant to *Minnesota Statutes,* section 317A.823.

Print Reset

INSTRUCTIONS

File your business document online by visiting our website at www.sos.state.mn.us.

All nonprofit corporations governed under *Minnesota Statutes,* Chapter 317A are required to file an annual renewal once every calendar year. Filing this Annual Renewal does not satisfy any other legal requirement. If Minnesota statutes or rules require a filing with another office, you must submit that filing separately.

If changes to the name or registered agent and office address are necessary, an amendment form along with the annual renewal form and applicable filing fee is required. Note: If you are amending the business or agent name, submit that amendment form along with the applicable filing fee. If you are changing the address only, no fee is required if you use the "Notice of Change of Registered Office/Registered Agent" form. Changes to the president's name and address can be made once a year by filing the annual renewal form with our office.

1. File Number: Provide the file number issued by the Minnesota Secretay of State.
2. Home Jurisdiction: This form is to be filed only if the state of incorporation is Minnesota.
3. Corporate Name: (Required) List the organization name on file with the Secretary of State's office.
4. Registered Office Address and Agent, if any: (Required) List the Registered Office Address and Agent, if any on file with the Secretary of State's office.
5. Name and Business Address of Corporate President: (Required) Fill in the name and complete business address of the corporate president or person in charge of day to day activities, meetings, and/or who signs documents on behalf of the corporation.

Email Address for Official Notices. This email address may also be used to send annual renewal reminders and other important notices that may require action or response. Check the box if you wish to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

List a name and daytime telephone number of a person who can be contacted about this form.

There is no fee for filing the annual renewal. A nonprofit corporation that has been dissolved by our office for failure to file an annual renewal, may retroactively reinstate its existence by filing the current year's renewal.

Please submit all items together and mail to the address below:

FILE IN-PERSON OR MAIL TO:
Minnesota Secretary of State - Business Services
Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100
St Paul, MN 55103
(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)

Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.