

NORTH DAKOTA ANNUAL NONPROFIT REPORT

The North Dakota Secretary of State website to renew your organization’s nonprofit status is: <https://apps.nd.gov/sc/busnsrch/busnSearch.htm>. On this page there is an “Enter Search Criteria” box with tabs to search by “Entity Name” or “System ID.”

Business Records Search

This database reflects **current information** and includes records inactivated within the past twelve months

Enter Search Criteria

Enter Entity Name or System ID to search business records

Entity Name: **System ID:**

Search Criteria: with all of the words Display results per page.

* For Report Form to File, search for Entity Name and select the link to the report you wish to create.

Additional options to search for Contractor Licensed records only

Owner Name:

License Number:

City:

County:

[Return to Secretary of State Home](#)

* Report Forms

To generate a Report form to be filed with the Secretary of State, select the appropriate link for the report you intend to file under the Available Report Form to File column. This report does not contain details of a report previously filed with the Secretary of State. The report years reflected are an indication of the various report forms available in this site and is not an indication that an entity needs to file reports for all years. Missing years indicate that the forms for the missing years have not yet been deployed to the website, or have already been removed, and can be obtained by contacting the Secretary of State.

Enter the name of the entity that you are looking for and select “Search.”

If the organization is found, the System ID, Entity Name, Entity Type – Status, and Available Report Forms will appear under the “Search Results.”

Select the appropriate form to proceed. The form may be completed on line and then printed.

Number 1 – Corporate Name, Commercial or Noncommercial Registered Agent Name and Address. The corporate name is preprinted on the form and should not be changed on this form. The name and address below the corporate name is that of the noncommercial or commercial registered agent. If it needs to be changed, do not make any changes in Number 1, but complete page 2 of the form.

Number 2 – Filing Fees. \$10.00 if postmarked on or before February 1; \$15.00 if postmarked after February 1.

Number 3 – State or Country of Origin. Pre-printed on the form and should not be changed.

Number 4 – Indicate in the box whether or not the name and address listed for the noncommercial or commercial registered agent in Number 1 is correct.

Number 5 – Purpose of the Corporation. Should be preprinted, if not enter: “Educate public/generate awareness to promote square dancing.”

Number 6 – Federal Tax Code by which Tax Exemption is Recognized. Should be preprinted, if not enter: “501(c)(3).”

Number 7 – Address of Principal Executive Office as Previously Reported. Should be preprinted. Should be preprinted, if not or incorrect enter the organization’s mailing address.

Number 8 – Federal ID Number. Should be preprinted, if not enter your EIN.

Number 9 – Telephone Number: Should be preprinted, if not or incorrect enter a board member’s number.

Number 10 – Officers and Directors of the Corporation. Must list at least a president and secretary and any other officers. Must list at three directors. Need to include the name and complete mailing address, check the box if an officer also serves as a director.

Number 11 – Signature and Date. Signed and dated by an individual authorized by the articles of incorporation or bylaws.

Number 12 – Name of Person to Contact about this Report, Email Address, and Daytime Telephone Number. Complete as required.

Numbers 13-18 – Commercial or Noncommercial Registered Agent/Office Statement of Change. Complete only if changing name and/or address of the registered agent.

Number 13.A. – Name of New Commercial Registered Agent in North Dakota.

Number 13.B. – Name of New Noncommercial Registered Agency in North Dakota.

Number 14.A. – New Address of the Noncommercial Registered Agency Named in Number 13.B.

Number 14.B. – Change of Address is. Select appropriate response.

Number 14.C. – Is the address in number 14.A. the same address as the principal executive office for the corporation named in Number 1 on page 1? Select appropriate response.

Number 15 – Signature and Date of registered agent.

Do not e-mail document to the Secretary of State. Fax document and credit card payment authorization to 701-328-0106 or send the completed report and authorization to:

Annual Reporting Processing Center
Secretary of State
State of North Dakota
PO Box 5513
Bismarck, ND 58506-5513