



KROKIDAS & BLUESTEIN LLP

Annual Reports are Due for Nonprofit Corporations on November 1st

All nonprofit corporations organized under the laws of the Commonwealth of Massachusetts must file a nonprofit annual report with the Corporations Division of the Secretary of the Commonwealth of Massachusetts (the “Corporations Division”) on or before November 1st of each year. M.G.L.A. c.180 § 26A; 950 CMR § 106.13.

Filing annually will keep your nonprofit corporation in good standing, a pre-requisite to obtaining a Good Standing Certificate. Good Standing Certificates are required for financings, refinancings, acquisitions and most transactions that involve recording documents at a registry of deeds. A nonprofit corporation that has not filed its annual report during any of the past 10 years will not be considered in good standing.

Nonprofit corporations may file annual reports via one of the following three methods:

1. Hard copies with **original** wet ink signatures may be sent via mail, or delivered in person, to the following address, along with a check payable to the Commonwealth of Massachusetts in the amount of \$15.00.

**Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108**

2. PDFs with copies of signatures, or digitally signed signatures, may be filed via facsimile for \$15.00 plus a \$3.50 expedited fee by creating a fax cover voucher and paying via credit card, which can be done at this link:

corp.sec.state.ma.us/corpweb/faxvouchers/faxentry.aspx

3. Online filings do not require the signatory to affix a signature, but simply require the signatory to type their name as their electronic signature, and can be filed for \$15.00 plus a \$3.50 expedited fee that can be paid via credit card at this link:

corp.sec.state.ma.us/corpweb/loginsystem/externallogin.aspx

To file online, log in with your pre-assigned Customer ID Number (CID) and PIN. If you don't have a CID or do not remember what it is, email the Corporations Division at corpcid@sec.state.ma.us and they will email it to you.

For more Online Filing Help, you can visit the following page:

<https://www.sec.state.ma.us/divisions/corporations/general-information/corporations-app-help.htm>

If you have any questions about your nonprofit corporation's filing status with the Corporations Division, or if you need assistance filing annual reports with the Corporations Division, please contact Senior Paralegal Rebecca Tynning, rtynning@kb-law.com.

For any other nonprofit corporate questions, please contact Attorneys Elka Sachs, esachs@kb-law.com, or Eric Reustle, ereustle@kb-law.com.

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