PENNSYLVANIA DEPARTMENT OF STATE
BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS

☐ **Return document by mail to:**	Annual Report DSCB: 15-146 (1/1/2025)
Name Address City State Zip Code ☐ **Return document by email to:** _____	

Read all instructions prior to completing.
For faster processing, this form should be submitted online at file.dos.pa.gov.

Fee: ☐ $7 – filed by a for-profit corporation, limited liability company, limited partnership, limited liability limited/general partnership, business trust or other association with a for-profit purpose
☐ $0 – filed by a non-profit corporation or other association with a not-for-profit purpose

In compliance with the requirements of 15 Pa.C.S. § 146 (relating to Annual report), the undersigned domestic or foreign association hereby states that:

1. The name of the association is: _____

2. The jurisdiction of formation is: _____

3. The entity/file number of the association issued by the Department:_____

4. The current registered office address as on file with the Department of State.
Complete part (a) OR (b) – not both:

(a) The address of this association's registered office in this Commonwealth is:

_____
Number and street City State Zip County

(b) The name of this association's commercial registered office provider and county of venue is:

c/o: _____
Name of Commercial Registered Office Provider County

5. Change of address. *Complete part (a) or (b) below only if there has been a change of registered office address:*

(a) The registered office address of this association in this Commonwealth is changed to:

_____
Number and street City State Zip County

(b) The commercial registered office provider and county of venue is changed to:

c/o: _____
Name of Commercial Registered Office Provider County

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6. The address of the association's principal office is:

_____

Number and street City State Zip County

7. The name of at least one governor.

Name

_____

_____

_____

_____

_____

A governor is a person who has authority to exercise the powers of an association and manage the activities and affairs thereof pursuant to the organic law and rules of the association. The term includes:

- A director of a corporation for profit or a shareholder of a statutory close corporation who is deemed to be a director under 15 Pa.C.S. 2332(a) (relating to management by shareholders).
- A director/member of an other body of a corporation not-for-profit.
- A general partner of a limited partnership.
- A general partner of an electing partnership.
- A manager if a manager-managed limited liability company, or a member who has the right to participate materially in the management of a member-managed limited liability company.
- A member of the board of governors of a professional association.
- A trustee of a business trust, common law business, or statutory trust.

Additional names of governors may be attached.

8. Names and titles of the persons who are its principal officers, if any, as determined by its governors:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

Additional names of principal officers may be attached.

IN TESTIMONY WHEREOF, the undersigned association has caused this Annual Report to be signed by a duly authorized representative on this _____ day of _____, 20_____.

_____
Name of Association

_____
Signature

_____
Title

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Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
P.O. Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057
Web site: www.dos.pa.gov/corps

General Information

This form may be submitted online at file.dos.pa.gov. If submitting on paper, typewritten is preferred. If handwritten, the form must be legible and completed in black or blue-black ink in order to permit reproduction. The nonrefundable filing fee for this form is $7 for all for-profit associations. There is no fee for non-profit corporations or any other associations with a not-for-profit purpose.

Checks should be made payable to the PA Department of State. Checks must contain a commercially pre-printed name and address.

This form and payment may be mailed to the address stated above. **NOTE: This form will be processed automatically if submitted online at file.dos.pa.gov.**

Information in an annual report must be current as of the date the report is delivered to the Department for filing. An annual report will be returned for correction if it does not contain the information required by law. **Filers can reduce the risk of rejection by submitting online at file.dos.pa.gov.**

Who should file this form?
(all of which are referred to in this form as an "association)
Domestic business corporations
Domestic nonprofit corporations
Domestic limited liability companies
Domestic limited partnerships (including limited liability limited partnerships)
Domestic limited liability general partnerships
Domestic electing partnerships that are not limited partnerships
Domestic professional associations
Domestic business trusts
Foreign business corporations
Foreign nonprofit corporations
Foreign limited liability companies
Foreign limited partnerships (including limited liability limited partnerships)
Foreign limited liability general partnerships
Foreign professional associations
Foreign business trusts

An annual report must be made each year, beginning with the calendar year after which an association first registers with the Department of State.

The annual report deadlines for filing are based on the type of association and are:

Association/Entity Type	Annual Report filing dates
Corporations (business and nonprofit) domestic and foreign	1/1 – 6/30
Limited liability companies domestic and foreign	1/1 – 9/30
All other associations (limited partnerships, limited liability partnerships, business trusts, professional associations) domestic and foreign	1/1 – 12/31

What happens if an annual report is not filed?
If an association does not make the required annual filing during the appropriate filing period, it will be subject to (i) administrative dissolution if it is a domestic filing entity, (ii) administrative cancellation if it is a domestic limited liability partnership; or (iii) administrative termination of its registration if it is a foreign association, beginning with annual reports not filed in 2027. The association will also lose the exclusive right to its name following the filing of a Statement of Administrative Dissolution/Cancellation or Notice of Termination by the Department.

What if the information supplied in an annual report changes?
An association may update or change information previously included in an annual report until the end of that annual reporting year. Any update or change to such information must be made online at file.dos.pa.gov.

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There is no fee to change or update the information in an annual report if the update occurs during the calendar year.

Applicable Law
See 15 Pa.C.S. § 146 for general information on annual reports. Statutes are available on the Pennsylvania General Assembly website, www.legis.state.pa.us, by following the link for Statutes.

Form Instructions

Enter the name and mailing address to which any correspondence regarding this filing should be sent. This field must be completed for the Bureau to return the filing. If the paper filing is to be returned by email, an email address must be provided. Any email or mailing addresses provided on this form will become part of the filed document and therefore public record.

1. Association Name. Give the exact name of the association as identified in the records of the Department of State. If the name has been changed but no filing has been made with the Department, an Amendment form must be filed separately to effect this change on the Department's records. **This field is required.**

2. Jurisdiction of Formation. Supply the state or country which is the association's current state or country of formation. **This field is required.**

3. Entity/file number. The entity/file number of the association issued by the Department can be found on the initial registration filed with the Department or by searching the name at file.dos.pa.gov. **This field is required.**

4. Address. Enter the registered office as presently identified in the records of the Department of State. This address must be in Pennsylvania. Give one of the following: (a) the registered office address in the Commonwealth (b) or the name of a Commercial Registered Office Provider and the county of venue. **This field is required.** If either address has been changed and differs from what is presently on the Department's records, the new registered office address or Commercial Registered Office Provider and county of venue should be identified in Field 5.

5. Change of Address. If the address in Field 4 has been changed and the association's address differs from what is presently on the Department's records, the new registered office address or Commercial Registered Office Provider and county of venue should be identified. Under 15 Pa.C.S. § 135(c) (relating to addresses), an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.

6. Principal Office Address. An association's principal office is where the association performs its primary executive functions, whether or not the office is located within the Commonwealth of Pennsylvania. An actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. This address may be the same as the registered office address. **This field is required.**

7. Governor. The name and title of at least one governor is required. A governor is a person (individual or entity) who has authority to exercise the powers of an association and manage the activities and affairs thereof pursuant to the organic law and rules of the association. The term includes:

- A director of a corporation for profit or a shareholder of a statutory close corporation who is deemed to be a director under 15 Pa.C.S. 2332(a) (relating to management by shareholders).
- A director/member of an other body of a corporation not-for-profit.
- A general partner of a limited partnership.
- A general partner of an electing partnership.
- A manager if a manager-managed limited liability company, or a member who has the right to participate materially in the management of a member-managed limited liability company.
- A member of the board of governors of a professional association.
- A trustee of a business trust, common law business, or statutory trust.

This field is required.

8. Principal Officers. This field is only required if the association has principal officers, as determined by its governors. Officers include President, Secretary, Treasurer and any other such officers as may be authorized by a corporation. See 15 Pa.C.S. § 1732 and § 5732. Other association laws also contemplate officers. See 15 Pa.C.S. § 8896.

Signature and Verification
The Annual Report must be signed by an authorized representative of the association. Signing a document delivered to the Department for filing is an affirmation under the penalties provided in 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) that the facts stated in the document are true in all material respects. This field is required.

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