

## Registration and Inventory Form For Corporations and Unincorporated Associations

### Who should file this form?

Corporations and unincorporated associations that:

- are exempt from registering to solicit under the Charitable Organizations and Solicitations Act;
- but are required to register under the Supervision of Trustees for Charitable Purposes Act.

(A separate form is available for trusts.)

Part I - General Information				
<b>1</b>	<b>Legal name</b>			
<b>2</b>	<b>Other names used by entity</b>			
<b>3</b>	<b>Mailing address</b>	Address, city, state, zip code		
<b>4</b>	<b>Location of books and records</b>	<input type="checkbox"/> Same as above	<input type="checkbox"/> Other	Address, city, state, zip code
<b>5</b>	<b>Other information</b>	EIN	Fiscal year (mm/dd)	State created      Date created
<b>6</b>	<b>Is the purpose of this organization to administer a trust?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, provide copies of the trust instrument and any court orders or other relevant documents.				

Part II - Documents
<p><b>7 If not already provided, submit copies of the following documents:</b></p> <p><input type="checkbox"/> Articles of incorporation or other organizing document, including amendments and restatements.</p> <p><input type="checkbox"/> Current bylaws.</p> <p><input type="checkbox"/> IRS determination letter. <i>(If a determination is pending, send a copy when received.)</i></p> <p><input type="checkbox"/> Most recent IRS Form 990, 990-EZ, or 990-PF.</p> <p style="text-align: center;"><i>If no IRS form has been submitted, but the organization has completed a fiscal period, provide a financial statement or treasurer's report for the most recently completed fiscal period.</i></p> <p style="text-align: center;"><i>If the organization has not completed a fiscal period, complete Part III.</i></p>

Part III - Inventory	
<b>8 Complete this section only if the financial report described in Part II is not attached.</b>	
Registration inventory as of (date)	_____
Cash and cash equivalents	\$ _____
Stock	\$ _____
Bonds	\$ _____
Real estate	\$ _____
Other assets (describe)	\$ _____
Total assets	\$ _____
Total liabilities	\$ _____
Net assets	\$ _____

**Michigan Department of Attorney General  
Registration and Inventory for Corporations**

**Part IV - Annual Reports**

Annual financial reports in the form of an IRS 990, 990-EZ, or 990-PF or an audit will be required following this registration. The Attorney General may suspend and waive this annual financial reporting if all of the following are true:

1. Gross receipts in the most recent fiscal year were less than \$25,000.
2. The value of total assets at all times is less than \$100,000.
3. The organization does not intend to solicit or receive, and it does not receive, more than \$8,000 in contributions in any 12-month period.
4. All fundraising functions are carried on by persons who are unpaid for their services.
5. The organization makes available to its members and the public a financial statement of its activities for the most recent fiscal year.
6. The Internal Revenue Service has not determined that the organization is a private foundation.

**This organization meets the above criteria and requests a 7-year waiver of the annual financial statement requirement. By checking this box, I also acknowledge that:**

- The suspension of annual financial reports is effective for only 7 years. At the end of the 7th year, the organization must resubmit a waiver request.
- If any of the above criteria no longer apply, the Attorney General's Charitable Trust Section will be notified and annual financial reports will be filed.
- Whether or not annual reports are waived, the Attorney General retains supervisory authority pursuant to the STCPA and must be notified of all court proceedings, changes in officers or directors, or address changes of the organization.
- The Attorney General retains the right to request financial and other records at any time regardless of the annual report waiver.

**Part V - Certification**

Under penalty of perjury, I certify that I am authorized to sign this form and that to the best of my knowledge and belief the information provided, including all accompanying documents, is true, correct, and complete.

Signature	Title
Print name	Date

Return the completed form to:

Michigan Department of Attorney General  
Charitable Trust Section  
PO Box 30214  
Lansing, MI 48909

Contact information:

Telephone: 517-335-7571  
Fax: 517-241-7074  
Website: [www.michigan.gov/agcharities](http://www.michigan.gov/agcharities)

This is a public record, copies of which are sent, upon request, to any interested person.