

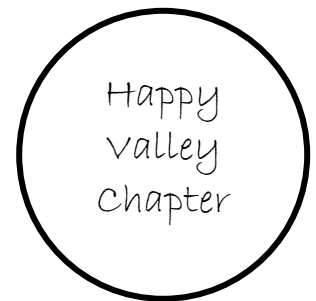


Successfully Filing the 2-Year Non-Profit Corporation Report

Helpful Hints

1. Be sure to know the year in which your report must be filed
2. Be sure to use the correct report form
3. Understand the completed report and fee **must be received in the DC office prior to the close of business on January 15th**
4. Be sure the report form must be signed
5. Ensure the report form bears the chapter corporate seal. If you do not have a corporate seal, simply draw a circle in the designated space and write inside the circle the **OFFICIAL NAME OF THE CHAPTER**.

Please note: the official chapter name is found on your Articles of Incorporation. Many chapters use variations of this name on their other official documents (bylaws, affiliate agreement, etc.). Regardless of what you call your chapter locally, the report will be rejected if the name on the seal does not match the name on your Articles of Incorporation. If your chapter cannot locate a copy of the Articles of Incorporation, please contact the National Office for assistance



The report must bear the name of **at least three directors AND officers**. Also note, directors may serve concurrently as officers so you can list your Officers also as a Director. For example:

7. Name and address, including street and number of directors and officers

Name	Address
Director or Executive Director	Jane Doe 12 B Street, Anytown, State Zip
Director	Bob Jones 34 Acme, Anytown, State Zip
Director	Sally Smith 123 Broadway, Anytown, State Zip
President	Bob Jones 34 Acme, Anytown, State Zip
Vice President*	
Secretary	Sally Smith 123 Broadway, Anytown, State Zip
Treasurer	Jane Doe 12 B Street, Anytown, State Zip

***Note:** Vice President is the only field that is not required.



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6. The report must be complete
7. Chapter Address Changes or Chapter Name Changes CANNOT be made on this form. To make changes to the name or address, contact the CMSA National Office for assistance.
8. Be sure to attach a check in the amount of **\$75 made payable to the DC Treasurer**
9. Be sure to **keep a copy for your chapter files** and **submit a copy to the CMSA National office before MAILING THE ORIGINAL to DC.** Only one copy of the report is required by DC.
10. ***Failure to receive a report form from your registered agent or the National office does not relieve the corporation of the responsibility to file and pay on time.***
11. Always be aware of the status of your corporate standing in DC. And be aware that **all outstanding fees and reports must be received and filed before any subsequent filings will be accepted by DC.** If you have any outstanding two year reports, you must file them and pay penalty fees before the current report will be accepted.