



November 6, 2024

Greetings In the Name of Jesus Christ,

I am writing to make you aware of some very important changes that affect your church as a corporation. As you know, churches are "incorporated" and are, therefore, corporations in the Commonwealth of Pennsylvania. Pennsylvania corporations fall under the authority of the Pennsylvania Department of State and the Pennsylvania State Corporation Commission.

Prior to 2025, Pennsylvania corporations (including churches) were required to submit a Decennial Report every ten years according to state law. The Decennial Report has been eliminated and replaced with an annual report beginning January 1, 2025.

According to the Pennsylvania Department of State's website:

The annual report requirement begins in calendar year 2025. Similar again to other states, failure to file the annual report will subject the association to administrative dissolution/termination/cancellation and loss of the protection of its name.

The annual report must include the following:

Business name

Jurisdiction of formation

Registered office address

Name of at least one governor (director, member, partner, etc. depending on type of association)

Names and titles of the principal officers, if any

Address of the principal office

Entity number issued by the Pennsylvania Department of State

The Department of State will mail a postcard notice to the registered office address of each association required to make an annual report at least two months prior to the respective deadline, reminding it of the need to make an annual report.

This new annual report is free for non-profit organizations.

From the Department of State's website:

In order to file your annual report

1. *Log in to <https://file.dos.pa.gov>*
2. *Search for the company name under Business Search*
3. *Click on "File Annual Report" icon (no PIN access required)*
4. *Confirm/update your entity information*
5. *Pay the \$7 fee (**no fee** for nonprofits)*
6. *Receive your filed report within minutes under the My Business Work Queue*

It is strongly encouraged that annual reports be submitted online at file.dos.pa.gov. Annual reports submitted electronically through Business Filing Services will be automatically and immediately processed, with the filed report available within minutes in the filer's online My Business Work Queue. Entity information already on file will be prepopulated into the Annual Report form, which avoids filer error.

Annual report filings submitted on paper will be date-stamped with the date of receipt and go into the regular work queue, to be processed with that day's work, with the filed document returned by mail.

Additional information may be found at <https://www.pa.gov/en/agencies/dos/programs/business/types-of-filings-and-registrations/annual-reports.html>

If you need assistance completing your church's annual report, please contact Rev. Randall Clow, Stated Clerk at (724) 752-7515 or email office@beaverbutler.org.

In Service to Christ and His Church,

Rev. Randall K. Clow
Stated Clerk



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