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## Return Documents To:

Name *(Individual or Business Name)*:

Email Address *(Required)*:

To the Attention of *(If Necessary)*:

Address:

City:

State

ZIP Code:

Phone Number:

### SERVICE TYPE - Check only **ONE** item below.

**Expedited Fees are IN ADDITION to the filing fee on the form.**

Failure to include the expedite fee or indicate a selection will result in regular service.

☐ **Regular Service**

- No Expedite Fee.
- Processing Time: 3-7 business days.

☐ **Expedite Service 1**

- Fee: \$100
- Processing Time: 2 business days after receipt.

☐ **Expedite Service 2**

- Fee: \$200
- Processing Time: 1 business day after receipt.

☐ **Expedite Service 3 (in-person delivery is required)**

- Fee: \$300
- Processing Time: 4 hours if received by 1:00 p.m. If received after 1:00 p.m., documents will be processed by noon the following business day.

☐ **Preclearance Filing**

- Fee: \$50
- Processing Time: 1-2 business days after receipt.

**INSTRUCTIONS**

- Include the filing fee.
- Make check or money order payable to Ohio Secretary of State.
- Print on single-sided 8 ½ x 11 paper.
- Double sided paper will be rejected.
- Information must be typed.
- Illegible forms will be rejected

**MAIL TO**

Regular Service:  
P.O. Box 670  
Columbus, OH 43216

**OR**

Expedite Service:  
P.O. Box 1390  
Columbus, OH 43216



[For screen readers, follow instructions located at this path.](#)

# Initial Articles of Incorporation

## (Nonprofit, Domestic Corporation)

### Filing Fee: \$99

### (114-ARN)

### Form Must Be Typed

Please check the box if this nonprofit corporation is being formed for the following purpose:

- ☐ Community Improvement Corporation (Economic Development or Land Reutilization) - Please see Ohio Revised Code Chapter 1724 or the instructions at the end of this form for more information.

**First:** Name of Corporation

**Second:** Location of Principal Office in Ohio

City

State

County

**Optional:** Effective Date (MM/DD/YYYY)

(The legal existence of the corporation begins upon the filing of the articles or on a later date specified that is not more than ninety days after filing.)

**Third:** Purpose for which corporation is formed

**\*\* Note:** for Nonprofit Corporations: The Secretary of State does not grant tax exempt status. Filing with our office is not sufficient to obtain state or federal tax exemptions. Contact the Ohio Department of Taxation and the Internal Revenue Service to ensure that the nonprofit corporation secures the proper state and federal tax exemptions. These agencies may require that a purpose clause be provided. **\*\***

**\*\* Note:** ORC Chapter 1702 allows for additional provisions to be included in the Articles of Incorporation that are filed with this office. If including any of these additional provisions, please do so by including them in an attachment to this form. **\*\***

## Original Appointment of Statutory Agent

The undersigned, being at least a majority of the incorporators of

(Name of Corporation)

hereby appoint the following to be Statutory Agent upon whom any process, notice or demand required or permitted by statute to be served upon the corporation may be served. The complete address of the agent is:

(Name of Statutory Agent)

(Agent Address - Post office boxes and CMRAs are **NOT** allowed. See instructions for details.)

(City)

(State)

(ZIP Code)

Must be signed by  
the incorporators or  
a majority of the  
incorporators.

(Signature)

(Signature)

(Signature)

## Acceptance of Appointment

The Undersigned,

, named herein as the

(Name of Statutory Agent)

Statutory agent for

(Name of Corporation)

hereby acknowledges and accepts the appointment of statutory agent for said corporation.

Statutory Agent Signature

(Individual Agent's Signature / Signature on Behalf of Business Serving as Agent)

**By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.**

**Required**

Until this filing is approved, this business entity does not legally exist, therefore, the entity cannot be the signer of this document.

If the incorporator is an individual, then they must sign in the "signature" box and print his/her name in the "Print Name" box.

If the incorporator is a business entity, not an individual, then please print the entity name in the "signature" box, an authorized representative of the business entity must sign in the "By" box and print his/her name and title/authority in the "Print Name" box.

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

# Instructions for Initial Articles of Incorporation (For Domestic Nonprofit Corporation)

This form should be used if you wish to file articles of incorporation for a domestic nonprofit corporation.

## **Name of Corporation**

As set forth in Ohio Revised Code §1702.05, the name must be distinguishable on the records in the office of the secretary of state.

## **Ohio Principal Office Location**

Please state the city and county in Ohio where the principal office of the corporation is to be located.

## **Effective Date (optional)**

An effective date may be provided but is not required. Pursuant to Ohio Revised Code §1702.04(D), the legal existence of the corporation begins upon the filing of the articles or on a later date specified in the articles. The effective date cannot (1) precede the date of filing with our office or (2) be more than ninety (90) days after the date of filing. If an effective date is given that precedes the date of filing, the effective date of the corporation will be the date of filing. If an effective date is given that exceeds the date of filing by more than ninety (90) days, our office will return the filing to you and request that a proper effective date be provided.

## **Purpose**

Pursuant to Ohio Revised Code §1702.03, a nonprofit corporation must provide a purpose in the articles. A nonprofit corporation may be formed for any purpose or purposes for which natural persons lawfully may associate themselves.

**Note:** The Secretary of State does not grant tax exempt status. Filing with our office is not sufficient to obtain state or federal tax exemptions. Contact the Ohio Department of Taxation and the Internal Revenue Service to ensure that the nonprofit corporation secures the proper state and federal tax exemptions. These agencies may require that a purpose clause be provided.

## **Additional Provisions**

If the information you wish to provide for the record does not fit on the form, please attach additional provisions on a single-sided, 8 ½ x 11 sheet(s) of paper.

## **Appointment of Agent - O.R.C. 1702.06**

Ohio business entities and foreign business entities that are registered or licensed in Ohio must appoint and maintain a statutory agent to accept service of process. The statutory agent must be one of the following: (1) A natural person residing in Ohio; or (2) a domestic or foreign business entity with an Ohio address.

## **Statutory Agent Address Requirements**

A statutory agent address may either be the primary residence address of the agent or the usual place of business address. The statutory agent address must be an Ohio address.

## **Statutory Agent Address Prohibitions**

Post Office (P.O.) boxes are NOT allowed.

Exception: If a Post Office Box and Rural Route Number are both provided, the address is allowed.

Commercial Mail Receiving Agency (CMRA) addresses are NOT allowed. A CMRA is a private business that rents private mailboxes to customers.

## **Acceptance of Appointment**

The statutory agent must sign the Acceptance of Appointment.

## **Signature(s) - Required**

After completing all information on the filing form, please make sure that page 3 is signed by the incorporator(s). Articles and original appointment of agent must be signed by the incorporator(s).

Until this filing is approved, this business entity does not legally exist, therefore, the entity cannot be the signer of the document. The name of the person authorizing the submission of the form can be an individual or a business entity, but if the signer is a business entity, then it cannot be the same business name as the new entity being created by filing this form.

If the incorporator is an individual, then they must sign in the "signature" field and print (type) his/her name in the "Print Name" field.

If the incorporator is another business entity, not an individual, then please print (type) the entity name in the "signature" field, an authorized representative of the business entity must sign in the "By" field and print (type) his/her name and title/authority in the "Print Name" field.

A typed name signifies an "intent to sign" which is acceptable.

## **Note**

Ohio Revised Code Chapter 1724 requires our office to submit Articles of Incorporation of any community improvement corporation or any amendment, amended articles, merger or consolidation which provides for the creation of such corporation to be submitted to the Ohio Attorney General for examination. This process will require an extra 5-7 days to process the document. In addition, ORC 1724.05 requires a community improvement corporation to submit an annual financial report to the auditor of state within one hundred twenty days following the last day of the corporation's fiscal year.

## **Note**

Our office cannot file or record a document which contains a Social Security number or tax identification number. Please do not enter a Social Security number or tax identification number, in any format, on this form.