

**ANNUAL UPDATE OF REGISTRATION
OFFICE OF THE SECRETARY OF STATE
STATE HOUSE
ANNAPOLIS, MD 21401
410-974-5534
<http://www.sos.state.md.us>**

Office of the Secretary of State - State House - Annapolis MD 21401 - Phone: (410)974-5534; [E-mail](#)

Note: Form COF-85 may be printed from our website or requested from our office

To update registration, you must, within six months of the end of your fiscal year, file with the Office of the Secretary of State. Please complete and submit to our office this form and the documents listed below.

Failure to submit the required information will result in a delay in your registration.

Name _____

Street Address of Charity _____

City, State & Zip _____

Telephone _____ FAX _____

E-mail _____ if applicable

Does your organization engage or have a contract with a professional solicitor or fund-raising counsel?

Yes No (If yes, please attach a copy of the contract(s)).

In order to process your organization's registration update, you must respond to this question

Please select one:

Professional solicitor	Yes	No	Fund-raising counsel	Yes	No
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Is the organization a private foundation that is affiliated with any Maryland State agency?

Yes No (If yes, and raised more than \$100,000) you must submit an Audit and Agreed upon Procedures Report with application.

Please submit with this update form the following documents:

1. A copy of a signed IRS Form 990 or 990 EZ. The Office of the Secretary of State's Form COF-85 may be filed in lieu of IRS Form 990 if you are exempt from IRS filing requirements or file the 990-N Form. If your IRS Form 990 is incomplete, please submit an approved IRS request for an extension of the Form 990 filing deadline.
- 2A. If charitable contributions are at least \$200,000, but less than \$500,000, a copy of a financial review performed by an independent certified public accountant.
- or**
- 2B. If charitable contributions are at least \$500,000, a copy of an audit performed by an independent certified public accountant.
3. **An updated list of the names and home or alternative business addresses of the board of directors. This may not be the same address as the charitable organization or a post office box.** Unless the home or alternative business addresses are included in the IRS Form 990, please submit a separate list, including the home or alternative business address.

4. All contracts with a professional solicitor or fund-raising counsel and all subcontracts or other contracts in furtherance of such an agreement under which solicitation is conducted in Maryland.
This organization does not use a professional solicitor or fundraising counsel.
5. Any changes to the registration or other documents, e.g., change to name, address, telephone number, articles of incorporation, etc.
6. A check or money order made payable to the *Secretary of State* in payment of the **registration fee**. This fee is based on the organization's level of charitable contributions (see chart below).

For purposes of determining the registration fee and the audit or review requirement, charitable contributions are computed by adding lines 1(b), 1(c), 1(d), 1(f), 8(a) and 9(a) of Part VIII (page 9) on the IRS Form 990 or by adding lines 1 and 6(a) of IRS Form 990 EZ. For Parent Teacher Association (PTA's), add lines 1(b), 1(c), 1(d), 1(f), 8(a), 9(a) and 10(a) of Part VIII (page 9) on IRS Form 990 or lines 1 and 6(a) and 7(a) on IRS Form 990 EZ. If completing the COF-85 Form, charitable contributions are computed by adding lines 1(1), 1(b) and 9(a), except Parent Teacher Association (PTA's), add lines 1(a), 1(b), 9(a) and 10(a).

Level of Charitable Contributions	Annual Registration Fee
Less than \$25,000 (see note below)	\$0
At least \$25,000 but less than \$50,001	\$50
At least \$50,001 but less than \$75,001	\$75
At least \$75,001 but less than \$100,001	\$100
\$100,001 and above	\$200

* A charitable organization that collects less than \$25,000 in charitable contributions but uses the services of a professional solicitor is required to pay an annual fee of \$50.

Failure to sign and complete the certification below will result in a delay of your registration.

I hereby certify that this registration statement and all supporting documents are true to the best of my knowledge, and the IRS Form 990 or IRS Form 990-EZ for the fiscal year ending _____ (month), _____ (year) submitted to the Office of the Secretary of State under §6-408 of the Business Regulation Article of the Annotated Code of Maryland is a copy of the form submitted to the Internal Revenue Service.

Name of Individual Preparing this Form

Signature

Title (Chairman, President, Principal Officer)

Date