

Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
P.O. Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057
Web site: www.dos.pa.gov/corps

Instructions for Completion of Form:

- A. Typewritten is preferred. If handwritten, the form shall be legible and completed in black or blue ink in order to permit reproduction. The nonrefundable filing fee for this form is \$70 with check or money order made payable to the Department of State. Checks must contain a commercially pre-printed name and address.

Enter the name and mailing address to which any correspondence regarding this filing should be sent. This field must be completed for the Bureau to return the filing. If the filing is to be returned by email, an email address must be provided. An email will be sent to address provided, containing a link and instructions on how a copy of the filed document or correspondence may be downloaded. Any email or mailing addresses provided on this form will become part of the filed document and therefore public record.

- B. The registrant name as identified in the records of the Department of State should be entered in Item 1. If the name has been changed, an Amendment form must be filed separately to effect this change on the Department's records.
- C. The registrant address as identified in the records of the Department of State should be entered in Item 2. If the address has been changed, the new address should be identified in Item 3. Under 15 Pa.C.S. § 135(c) (relating to addresses), an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.
- D. In accordance with 54 Pa.C.S. §1314(b) and §1515(b), no filing of this form is required if the registrant has made any filing with respect to insignia/mark in the Department from January 1, 2002 through December 31, 2010, other than a decennial report. This Decennial Report shall be filed during the year 2011 and every tenth year thereafter (e.g. 2021, 2031, etc.)
- E. This form and all accompanying documents shall be mailed to the address shown above.