

## Annual Update of Registration

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.

**Effective October 1, 2014, the Annual Charity Registration Fee for non-profits receiving more than \$500,000 in charitable contributions will increase from \$200.00 to \$300.00.**

**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 (recommended) \_\_\_\_\_

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

**Is your organization affiliated with any Maryland State agency (as defined in COMAR 01.02.04.01L)?**

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

**If yes, list the name(s) of the Maryland State agencies of which you are affiliated (use a separate sheet of paper, if needed):** \_\_\_\_\_

**Please submit with this update form the following documents:**

- 1. A signed copy of an IRS Form 990.** The Office of the Secretary of State's Form COF-85 may be filed in lieu of IRS Form 990 if your organization is exempt from IRS filing requirements or file the 990-N Form. **If your organization's IRS Form 990 is incomplete, please submit an approved IRS Form 8868, the IRS request for an extension of the Form 990 filing deadline.**
- 2. If charitable contributions are at least \$200,000 but are less than \$500,000, a copy of a financial review** performed by an independent certified public accountant.  
**or**  
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. A copy of all **fundraising agreements**, if one or more independent contractors or subcontractors solicit charitable contributions on your organization's behalf **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 update registration fee. This fee is based on the organization's level of charitable contributions (see chart below).

**Note:** 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), 6(b) 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), 6(b) and 7(a) on IRS Form 990 EZ. If completing the COF-85 form, charitable contributions are computed by adding lines 1(a), 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
At least \$100,001 but not less than \$500,001	\$200
\$500,001 and above	\$300

\* 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 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