

Instructions

Nonprofit Formation

401 North Carson Street Carson City, Nevada 89701-4201
(775) 684-5708

Important: Read all instructions carefully before completing form.

Type or print your information clearly. Submit your filing with the Customer Order Instruction Form and payment.

Select the type of entity you are creating at the top of the form. Follow the applicable instructions below.

1. Name of Entity

- Write the full legal name of your corporation exactly as you want it to appear in public records.
- Domestic Nonprofit Corporations under NRS 82 - If your corporate name looks like a person's name and includes a first name or initials, you must add a word such as "Incorporated," "Inc.," "Limited," "Ltd.," "Company," "Co.," "Corporation," or "Corp." to show it is not a natural person.
- Nonprofit Cooperative Corporation With or Without Stock under NRS 81.010 - The name of the corporation must contain the word "Cooperative" or "Co-op" or the abbreviation "N.C.C."
- If your corporation is from another state or country and its name isn't available in Nevada, you can still register to do business. To do this, submit a Modified Name Resolution form with your Qualification to Do Business in Nevada Form. This form allows you to choose a different (modified) name to use when conducting business in Nevada.

2. Jurisdiction of Incorporation (if applicable)

Write the jurisdiction where your corporation was originally formed. Check the box to declare your business is in good standing.

3. Registered Agent

Your registered agent is the person or business who will receive official legal documents for your entity. A registered agent must have a physical address in the state. This can be:

- An individual: a person over the age of 18 years old.
- A position within the business: an office or other position that is officially named to receive legal papers within and for a business or organization.
- A Commercial Registered Agent: a company authorized to do business in Nevada.

The registered agent must be available during normal business hours to receive legal documents and official government communications for the business.

- A P.O. box may be used for mailing but cannot replace the required physical address.
- They may use an optional mailing address in the state.
- If selecting "Office or Position with Entity," list the position and address.
- If using a commercial agent, only the name is required.
- This person must sign the Certificate of Acceptance in Section 2. If your agent cannot sign this form, attach a separate signed Registered Agent Acceptance form.
- Registered agents who are not a commercial registered agent may provide an email address to receive electronic notifications.

4. Term of Business Existence

Domestic cooperative corporations or cooperative associations must specify a term of existence. Enter how long the nonprofit will exist. If it will exist indefinitely, write "perpetual."

5. Cooperative Association

If forming a cooperative association, include the membership fee and confirm that each member paid it.

6. Rights and Interests

If forming a domestic cooperative corporation, select whether the rights, interests and/or voting power are equal or unequal. If unequal, explain the general rule used to determine them. This rule must apply to all (including new) members.

7. Benefit Corporation (if applicable)

If your company will also serve a social or environmental mission, you may choose to be a Benefit Corporation. If Yes, state that in this section and describe your public benefit in Step 8.

Instructions

Nonprofit Formation

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8. Purpose

Briefly describe what your nonprofit will do. This is required for all nonprofit formations.

9. Domestic Nonprofit - Directors or Trustees

All domestic nonprofits must list the names and addresses of their initial directors or trustees. Use the address type required by that entity's governing statute or SOS form instructions. Check the instructions on the form to confirm the exact requirements.

10. Authorized Shares (only for entity types with stock)

When filling out your form, list your shares in four separate categories:

- Authorized Shares: This is the total number of shares your corporation can issue, include the par value (if any). Do not include any Common or Preferred shares in this total.
- Common Shares: List how many common shares your corporation can issue, include the par value (if any).
- Preferred Shares: List how many preferred shares your corporation can issue, include the par value (if any).
- Shares with no par value, if that applies.

Foreign Nonprofit Corporation under NRS 80 If you nonprofit has shares, list your shares as described above, or select whether your foreign corporation is an unlimited corporation or a non-stock corporation.

If you've authorized more than one class or series of stock, attach a separate sheet to explain the details.

11. Name, Address and Signature

- Domestic Nonprofit (NRS 82): Enter the name, address, and signature of each incorporator.
- Nonprofit Cooperative Corporation With or Without Stock (NRS 81.010): Enter the name, address, and signature of at least three incorporators. A majority must be Nevada residents.
- Cooperative Association (NRS 81.170): Enter the name and address of at least five original associates or members.
- Nonprofit Cooperative Corporation Without Stock (NRS 81.450): Enter the name and address of at least three incorporators. Most must be Nevada residents.
- Foreign Nonprofit: Enter the name, title, and signature of the officer completing the statement.

Additional information

Restricted words

Certain words in a business name or purpose may require approval from a Nevada regulatory agency or proof of professional licensure.

Review the restricted word list at <https://www.nvsos.gov/sos/businesses/commercial-recordings/restricted-word-list> to determine whether additional approval or documentation must be submitted with your filing.

Attach Initial List and State Business License Form Include the Initial List and State Business License with this form. This is required.

Include your payment for this filing.

- Nonprofit Cooperative Corporation With or Without Stock and Foreign Nonprofit Corporations With Stock are subject to the same fees as profit corporations. See attached fee schedule.
- All other nonprofit organizations are subject to the fees for nonprofit corporations. See attached fee schedule.

You can file online at www.nvsos.gov. Filing online may reduce processing time and help ensure your submission is not delayed.

If you are not filing online, submit your form and payment by mail or in person, and make your check payable to "Nevada Secretary of State."

Mailing address:

Carson City
401 North Carson Street
Carson City, NV 89701-4201

Downtown Las Vegas
70 E. Bonneville Ave., Suite 100
Las Vegas, NV 89101

S. Las Vegas
1 State of Nevada Way
Las Vegas, NV 89119

401 North Carson Street Carson City, Nevada 89701-4201
 (775) 684-5708

ABOVE SPACE IS FOR OFFICE USE ONLY

Formation – Nonprofit Corporation

- ☐ NRS 82 - Articles of Incorporation Nonprofit
- ☐ NRS 81.010 - Articles of Nonprofit Cooperative Corporation With or Without Stock NRS
- ☐ 81.170-81.270 - Articles of Cooperative Association
- ☐ NRS 81.410 - Articles of Incorporation Nonprofit Cooperative Corporation Without Stock
- ☐ NRS 80 - Foreign Nonprofit Corporation

TYPE OR PRINT - USE DARK INK ONLY - DO NOT HIGHLIGHT

1. Name of entity: (If foreign, name in home jurisdiction)	
2. Jurisdiction of Incorporation: (Foreign Corporations)	2a. Jurisdiction of incorporation: 2b. I declare this entity is in good standing in the jurisdiction of its incorporation. ☐
3a. Registered Agent: (Check only one box)	☐ Commercial Registered Agent: (name only below) ☐ Noncommercial Registered Agent (name and address below) ☐ Office or Position with Entity (title and address below)
	 Name of Registered Agent OR Title of Office or Position with Entity Nevada Street Address City Zip Code Nevada Mailing Address (If different) City Zip Code
3b. Electronic Notification: (optional)	Email address for electronic notifications (Not applicable to Commercial Registered Agents)
3c. Certificate of Acceptance of Appointment of Registered Agent:	<i>I hereby accept appointment as Registered Agent for the above named Entity. If the registered agent is unable to sign the Articles of Incorporation, submit a separate signed Registered Agent Acceptance form.</i> X _____ Authorized Signature of Registered Agent or On Behalf of Registered Agent Entity Date
4. Term of Business Existence:	Domestic cooperative corporations or cooperative associations must specify a term of existence. Enter how long the nonprofit will exist. If it will exist indefinitely, write "perpetual."

This form must be accompanied by appropriate fees.

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Formation – Nonprofit Corporation

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**5. Cooperative
Association:**

Statutory statement: The interest and right of each member therein is to be equal.

The membership fee is \$ per member.

Each member signing the articles has paid the fee and their interests and rights are equal.

6. Rights and Interest:

Nonprofit Cooperative Corporation With or Without Stock:

The property rights and interest of each members is: ☐ Equal or ☐ Unequal

If members do not have equal property rights and interests, the articles must include a general rule that applies to all members explaining how those rights are determined. The corporation may admit new members who, under the same rule, may vote and share in the corporation's property with existing members.

Nonprofit Cooperative Corporation Without Stock:

The voting power and the property rights and interest of each member is:

☐ Equal or ☐ Unequal

If voting power or property rights are unequal among members, the articles must include a general rule that applies to all members explaining how those rights are determined. New members may be admitted under this rule and may vote and share in the corporation's property along with existing members.

**7. Benefit
Corporation:**

Nonprofit Cooperative Corporation With or Without Stock:

A benefit corporation in Nevada is a type of business that makes money like any "regular" company, but it also promises to do good things for people or the planet.

A benefit corporation must be set up with the goal of doing something good for everyone. This "general public benefit" could be anything that has a positive effect on society or the environment, like helping local communities, supporting clean energy, or promoting health and education.

A benefit corporation must clearly state its purpose in section 8.

Is this a benefit corporation? Yes ☐

**8. Purpose:
(Required)**

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Formation – Nonprofit Corporation

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9. Domestic Nonprofit Directors or Trustees:

Please see applicable instructions for filing a domestic nonprofit corporation:

NRS 82 - Articles of Incorporation Nonprofit Provide the names and mailing or street addresses, residence or business, for the first board of directors or trustees.

NRS 81.010 - Articles of Incorporation - Nonprofit Cooperative Corporation With or Without Stock Provide the names and addresses of those selected to act as directors (at least three).

NRS 81.170 - Articles of Incorporation - Cooperative Association Provide the names and addresses, either residence or business of the directors selected for the first year.

NRS 81.410 - Articles of Incorporation Nonprofit Cooperative Corporation Without Stock Provide the names and home addresses of the directors. You must list at least three directors.

1)		
	Name	Country
	Street Address	City State Postal Code
2)		
	Name	Country
	Street Address	City State Postal Code
3)		
	Name	Country
	Street Address	City State Postal Code

10. Authorized Shares: (NRS 81.010 - Nonprofit Cooperative Corporation With or Without Stock and NRS 80 - Foreign Nonprofit only)

Please provide a breakdown of the corporation's total authorized shares. List the number of shares for each category: "Authorized," "Common," and/or "Preferred." Note that "Authorized" shares are a distinct class and should not be calculated as the total of Common and Preferred shares. They should be reported separately.

- **Domestic** Nevada corporations must have at least 1 share with or without a par value.
- **Foreign** corporations must list the shares as recorded in the jurisdiction of incorporation and include a copy of the most recently filed document in its home jurisdiction showing authorized stock of the corporation.

Number of Authorized shares with par value:		Par value: \$	
Number of Common shares with par value:		Par value: \$	
Number of Preferred shares with par value:		Par value: \$	
Number of shares with no par value:			

Foreign Corporations, NRS 80 only:

- ☐ This is a corporation is an unlimited stock corporation
- ☐ This corporation is a non-stock corporation.

If more than one class or series of stock is authorized, please attach the information on an additional sheet of paper.

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Formation – Nonprofit Corporation

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11. Name, Address and Signature:

Domestic Nonprofit NRS 82: Enter the name, address, and signature of each Incorporator.

Nonprofit Cooperative Corporation With or Without Stock NRS 81.010: Enter the name, address, and signature of at least 3 of the original incorporators. A majority of your original incorporators must be residents of this state.

Cooperative Association NRS 81.170: Enter the name, address, and signature of at least 5 of the original associates or members.

Nonprofit Cooperative Corporation Without Stock NRS 81.450: Enter the name, address, and signature of at least 3 of the incorporators. Most of them must be residents of this State.

Foreign Nonprofit: Enter the name, title and signature of the officer making the statement.

Declaration under penalty of perjury:

- The organization has complied with the provisions of Chapter 78, 81 or 82 of NRS;
- The organization acknowledges that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing with the Office of the Secretary of State.

This form must be signed by a natural person.

Print First Name	Print Last Name	Print Title
Address	City	State Postal Code
X _____		
Signature	Date	
Print First Name	Print Last Name	Print Title
Address	City	State Postal Code
X _____		
Signature	Date	
Print First Name	Print Last Name	Print Title
Address	City	State Postal Code
X _____		
Signature	Date	
Print First Name	Print Last Name	Print Title
Address	City	State Postal Code
X _____		
Signature	Date	
Print First Name	Print Last Name	Print Title
Address	City	State Postal Code
X _____		
Signature	Date	

AN INITIAL LIST OF OFFICERS MUST ACCOMPANY THIS FILING

**Instructions for
Initial List and
State Business License**

IMPORTANT: read all instructions carefully before completing form.

Type or print your information clearly. Submit your filing with the Customer Order Instruction Form and payment.

Name of entity

Enter the name of your organization.

Optional business information: Industry Code(s):

The Secretary of State uses the North American Industry Classification System (NAICS) to help figure out what type of work your business does. This helps local government agencies track economic growth and make sure your business meets any related rules or requirements.

If you do not know or cannot find your industry code(s), email naics@census.gov. You can also search North American Industry Classification System (NAICS) U.S. Census Bureau (<https://www.census.gov/naics/>), or call 1-888-75NAICS.

Optional business information: How does your business identify?

According to NRS 75A.320, when you apply for or renew a state business license, you can let the state know if your business is minority-owned, woman-owned, veteran-owned, or LGBTQ-owned. This helps connect you with programs that may offer resources for your business. Select the option that applies to your business.

Business Location:

If you are filing Nonexempt Business License Annual List, according to NRS 76.100(2)(b), you must provide the address of your business location(s) in this state.

If you have more than one location, please include an extra page with the details. If you don't have a location in this state, we will consider the address of your registered agent your business address in this state.

State Business License Exemptions:

Your business, or entity, is only eligible for a fee exemption if it is a government entity, a certain type of insurance company or a non-profit company.

A government entity means your business is a state or federal government agency or owned by the government. This includes any county, city, town, district or other political subdivision for this or any other state. Check the box if this applies to you. Include which government branch you are an entity of.

If you have a license or certificate from the Division of Insurance, you do not need a business license. Provide the license or certificate of authority number in the box.

**Instructions for
Initial List and
State Business License**

Investigation Disclosure: If you are a limited-liability company, limited partnership, or limited-liability limited partnership:

- Select "Yes" if your company, its parent, or subsidiaries faced any investigations involving trade restraints in the last 5 years that resulted in fines or penalties.
- Select "Yes" if your company controls 25% or more of the market share for any product sold or distributed within the state.
- If you chose "yes" to both questions, provide details for each investigation, including jurisdiction, summary, litigation documents, and outcome
- Include the \$100,000 fee

Entity Management: Management is determined by statute for different types of entities:

- Profit and non-profit corporation management is President, Secretary and Treasurer, or the equivalent thereof, and of all the Directors
- Applicable NRS 78.150 (2), 80.110 (1), 82.523 (1), 81.010 (1), 84.110 (2)

If you are manually submitting your organization's management list, only the officers on the form will be in the system and visible online. List any additional positions or officers on separate, attached pages. These pages are an official part of this record.

If you are submitting your organization's management list online, you are limited to the management members you named above. All management members you name will be visible online.

Sign and submit the form:

A natural person in management, not a company or organization, must sign this form. Examples include president, secretary or treasurer, or someone the business has authorized to sign.

Include your payment for this filing. The payment depends on your filing type and exemptions, if you have any. Double-check your form to confirm what fees you must file.

You can file online at nvsos.gov. Filing online may reduce processing time and help ensure your submission is not delayed.

If you are not filing online, submit your form and payment by mail or in person, and make your check payable to "Nevada Secretary of State."

Mailing address:

Carson City
401 North Carson Street
Carson City, NV 89701-4201

N. Las Vegas
70 E. Bonneville Ave., Suite 100
Las Vegas, NV 89101

S. Las Vegas
1 State of Nevada Way
Las Vegas, NV 89119

401 North Carson Street Carson City, Nevada 89701-4201
(775) 684-5708

Initial List and State Business License

NAME OF ENTITY

Optional business information:

IndustryCode(s):

Your business industry code is:

If you do not know or cannot find your industry code(s): please email naics@census.gov, search North American Industry Classification System (NAICS) U.S. Census Bureau (<https://www.census.gov/naics/>), or call 1-888-75NAICS.

Optional business information: How does your business identify?

Select the classification that best describes your business to determine eligibility for available assistance programs:

☐

Minority-owned business

A business where a minority person or a group of persons with a minority background own a majority stake of at least 51%

☐

Woman-owned business

A business where a woman or group of women own a majority stake of at least 51%

☐

Veteran-owned business

A business where a veteran or group of veterans (as defined by NRS 417.005) own a majority stake of at least 51%

☐

A LGBTQ-owned business

A business where a person or group of individuals identifying as LGBTQ own majority stake of at least 51%

☐

None of the above

Self-classification is used for public record and is not an Official Certification.

Business Location for nonexempt business licenses, according to NRS 76.100(2)(b), you need to provide the address of your business location(s) in this state. If you have more than one location, please include an extra page with the details.

Address

City

Nevada

Postal Code

☐

There is no location in this state. The address of its registered agent will be the location in this State of its place of business.

Initial and State Business License – Continued

CHECK ONLY IF APPLICABLE

Pursuant to NRS Chapter 76, this entity is exempt from the business license fee.

001 - Governmental Entity

You don't need a state business license if the entity is a Governmental Entity. According to NAC 76.040, a

☐ "Governmental entity" is:

- The government of the United States, this State, or any other state or territory of the United States, or an agency or instrumentality of these.
- A corporation wholly owned by the U.S. government.
- A county, city, town, district, or other political subdivision of this State or any other state or territory of the United States.

Please indicate the branch of governmental ownership.

☐ **006 - Insurance Business** You don't need a state business license if you have a license or certificate from the Division of Insurance under NRS 75. Please provide the license or certificate of authority number:

Investigation disclosure: Profit Corporations please provide the following information:

In the past 5 years, has the company, its parent, or its subsidiaries faced five or more investigations in the United States, including state and federal investigations, that:

- Involve alleged contracts, combinations, or conspiracies to restrain trade, as described in NRS 598A.060 or similar laws in other jurisdictions; and
- Resulted in fines, penalties, required divestitures, or restrictions on acquiring holdings as part of the settlement or resolution?

☐ Yes ☐ No

Additionally, does the company control 25 percent or more of the market share for any product sold or distributed within this State? ☐ Yes ☐ No

If the answer is "yes" to both questions, provide the following information for each investigation:

Jurisdiction:

Where the investigation took place.

Summary of Investigation:

A brief description of the investigation, including the facts and circumstances.

Litigation Documents:

Copies of all legal documents filed if the investigation led to criminal or civil litigation.

Outcome Summary:

Details of the investigation's outcome, including any fines, penalties, required divestitures, or restrictions on acquiring holdings.

Additionally, include the \$100,000 fee to be deposited in the Attorney General's Administration Budget Account for investigating alleged trade restraints as described in NRS 598A.060 and NRS 598A.440.

Initial and State Business License – Continued

President (or equivalent position): _____

Name

Country, if outside the U.S

Address

City

State

Postal Code

Secretary (or equivalent position): _____

Name

Country, if outside the U.S

Address

City

State

Postal Code

Treasurer (or equivalent position): _____

Name

Country, if outside the U.S

Address

City

State

Postal Code

Director:

Name

Country, if outside the U.S

Address

City

State

Postal Code

Declaration under penalty of perjury:

- The entity/business has complied with the provisions of Chapter 76 of NRS;
- The entity/business acknowledges that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing with the Office of the Secretary of State; and
- None of the management identified in the list has been identified in the list with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

A natural person in management, not a company or organization, must sign this form. Examples include president, secretary or treasurer, or someone the business has authorized to sign.

Print First Name

Print Last Name

Print Title

X

Date

FORM WILL BE RETURNED IF UNSIGNED.

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Annual or Amended List and State Business License

Supplemental Form for Nonprofit Corporations

This form is for nonprofit corporations to provide renewal information for officer lists.
Submit this form with your annual list of officers. This is required

NAME OF ENTITY

**Entity or Nevada Business
Identification Number
(NVBID)**

Nonprofit Entities Formed Under NRS Chapter 81

If you are a nonprofit entity formed under NRS Chapter 81, you may be exempt from the state business license requirement if you are either a:

- ☐ Unit-owners' Association ☐ Religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c)

- Choose the box appropriate for your entity.
- If your entity is formed under NRS 81.170 or 81.410, and does not meet one of the criteria above, you must pay the \$200.00 state business license fee.
- If your entity is formed under NRS 81.010, and does meet one of the criteria above, you must pay \$500.00 business license fee.

For nonprofit entities formed under NRS Chapter 80: If the entity does not have a tax-exempt organization pursuant to 26 U.S.C. § 501(c) designation, it must maintain a state business license and pay the \$500.00 business license fee. Entities claiming an exemption under a 501(c) designation must indicate this by checking the box below.

- ☐ Under NRS Chapter 76, this foreign corporation is a tax-exempt organization pursuant to 26 U.S.C. § 501(c) and is exempt from the business license fee. Use exemption code 002.

Charitable Solicitation Information

For tax-exempt organizations pursuant to 26 U.S.C. § 501(c), formed under NRS Chapters 82, 81 and 80, check the box that applies:

Does your organization plan to ask for charitable or tax-deductible donations?

- ☐ No - you do not need to fill out any additional forms
- ☐ Yes - Fill out the "Charitable Solicitation Registration Statement" and attach it with your filing.
- ☐ Exempt: You claim exemption for your entity. You must fill out the "Exemption from Charitable Solicitation Registration Statement" and include it with your filing. See NRS 82A.210 to learn if you qualify.

If you do not include the required forms, your filing will be rejected and may result in late fees.

Instructions

Customer Order Instructions

401 North Carson Street Carson City, Nevada
89701-4201 (775) 684-5708

Type or print your responses clearly.

Customer order instructions:

- Use this form for any filings you submit with the Secretary of State.
- Or if you are not using the Customer Order form, write a short cover letter that says what type of processing service you want. Include your phone number and return mailing address. Attach the cover letter to your filing.

Processing service requested: Select what service you want for your filing:

- **RegularService**
 - We will process your filing in the order that it was received with other submissions. There is no extra fee for this service.
- **24-Hour Expedite Service:** The expedite fee for 24-hour service ranges from:
 - \$25.00 for Registered Agent changes and Resignation of Management;
 - \$50 for Name Reservations;
 - \$75.00 for Apostilles;
 - \$125.00 for most other services.

Check the fee schedule for your filing fee. If you need additional help, call 775-684-5708.

- **2-Hour Expedite Service:**
 - You must pay a \$500.00 fee for 2-hour expedite service. This is an additional fee on top of the standard filing or order fee.
- **1-Hour Expedite Service:**
 - You must pay a \$1,000.00 fee for 1-hour expedite service. This is an additional fee on top of the standard filing or order fee.

Contact Information: Enter your contact information, including the date, your name, phone number, and the entity you're filing for. Include your return address.

Return Delivery: Select which option you want for return delivery:

- Email
- Fax
- Hold for pickup
- Mail to address above
- FedEx

Other Description section: Describe how you want your documents returned if the options above do not meet your needs. You can also use this section to describe other services you need. Example: Requesting certified copies of the filing submitted.

Payment method Select how you'll pay for this filing. If you are using a trust account or the remaining balance in a work order, include those account numbers. If you are using a credit card, fill out the ePayment Checklist form.

Important information:

- We will begin processing your filing on the date we receive your form with no errors. This includes expedited orders. If there are errors or issues with your filing, we may not be able to expedite it.
- In rare cases, we may extend the expedite period due to high demand, staff shortages, or equipment problems. These extensions usually last only a few hours.

Submit your filings

You can file online at www.nvsos.gov. Filing online may reduce processing time and help ensure your submission is not delayed.

If you mail a check, make it payable to Nevada Secretary of State. Submit the form by mail or in person:

- Mailing address:
 - Carson City: 401 North Carson Street Carson City, NV 89701-4201 2250 Las
 - Las Vegas: Vegas Blvd. North, Suite 400, North Las Vegas, NV 89030

Customer Order Instructions

401 North Carson Street Carson City, Nevada 89701-4201
(775) 684-5708

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Processing Service Requested:

- ☐ Regular Service ☐ 24-Hour Expedite
(additional \$25.00 to \$125.00 fee) ☐ 2-Hour Expedite
(additional \$500.00 fee) ☐ 1-Hour Expedite
(additional \$1000.00 fee)

Contact Name: Date:

Return to:

Phone:

Reference Entity or Mark:

Return Delivery: (email or fax options do not receive a copy via mail; must be ordered separately)

- ☐ Email to: ☐ Fax to:
☐ Hold for Pick Up ☐ Mail to Address Above ☐ FedEx: Acct #
☐ Other: (explain below in Other Description section)

Order Description: (include items being ordered and fee breakdown)*

***PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **\$2.00** per page

Total Amount:

Method of Payment:

- ☐ Check/Money Order ☐ Credit Card (attach ePayment checklist) ☐ Trust Account:
☐ Use balance remaining in Work Order #

PRINT

ePayment Checklist

401 North Carson Street Carson City, Nevada 89701-4201
 (775) 684-5708

All major credit cards are accepted. For security purposes, please do NOT email this authorization form. Email is NOT a secure form of transmittal to protect your card information.

Processing Requested:

- ☐ Regular Processing Service ☐ 24-HOUR Expedite Processing Service
☐ 2-HOUR Expedite Processing Service ☐ 1-HOUR Expedite Processing Service

Order Information (required)

Entity Name/Order Reference: _____

Cardholder Name (as shown on credit card): _____

Billing Street Address: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____

Last 4 Digits of Credit Card: _____ Card Type: ☐ VISA ☐ MasterCard ☐ Amex ☐ Discover

Amount Authorized to Charge: \$ _____

By signing this form, I understand that there will be a non-refundable credit card payment processing fee of 2.5% added to the total amount of the transaction. I understand if I do not wish to pay the credit card processing fee, I can either mail a check, or pay in person by cash, check, or money order. I certify that I am the cardholder and responsible for this payment in accordance with the issuing bank cardholder agreement. I further understand that I am responsible for any penalty fees that may be incurred if the credit card company denies my credit card payment.

Authorized Signature

X _____ Date: _____

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!

1. Credit Card Number: _____
2. Expiration Date: _____
3. Security Code*: _____
 *3-digit number found on the far right of the backside of VISA, MasterCard and Discover cards
 4-digit number found on the front right side of American Express card.

All 3 fields **MUST** be completed!

 This section will be destroyed after the payment is processed.

Nonprofit Corporation Fee Schedule

401 North Carson Street Carson City, Nevada 89701-4201
(775) 684-5708

NONPROFIT CORPORATIONS FEES: Pursuant to NRS 81, 82, 84 and 89. This includes Cooperative Associations, Nonprofit Cooperative Corporations without Stock, Nonprofit Corporations, Corporation Sole

Articles of Incorporation pursuant to NRS 81.010 (See profit corporation fee schedule)	
Articles of Incorporation pursuant to NRS 81.170 (Cooperative Associations)	\$50.00
Articles of Incorporation pursuant to NRS 81.410 (Nonprofit Cooperative Corp Without stock)	\$50.00
Articles of Incorporation pursuant to NRS 82.006 (Nonprofit Corporation)	\$50.00
Articles of Incorporation pursuant to NRS 84.010 (Corporation Sole)	\$50.00
Articles of Conversion; Articles of Domestication - contact office for fee information	
Revival of Nonprofit Entity – contact office for fee information	
Reinstatement Fee	\$100.00
Certificate of Amendment	\$50.00
Restated Articles	\$50.00
Certificate of Correction	\$25.00
Termination Pursuant to NRS 92A	\$350.00
Merger	\$350.00
Preclearance of any Document	\$125.00
Dissolution of Corporation	\$50.00
Ceremonial Charter	\$100.00
Certificate of Good Standing	\$50.00
Ceremonial Certificate of Good Standing	\$100.00
Initial List of Officers and Directors	\$50.00
Annual or Amended List of Officers and Directors	\$50.00
24-Hour Expedite fee for above filings	\$125.00
Apostille	\$20.00
24-Hour Expedite fee for above filing	\$75.00
Name Reservation	\$25.00
24-Hour Expedite fee for above filing	\$50.00
Change of Noncommercial Registered Agent	\$60.00
Change of Registered Agent by Represented Entity	\$60.00
Resignation of Director or Officer	\$75.00
Resignation of Registered Agent (plus \$1.00 for each additional entity listed)	\$100.00
24-Hour Expedite fee for above filings	\$25.00
Certification of Documents – per certification	\$30.00
Copies – per page	\$2.00
Late Fee for List of Officers	\$50.00
Business License Fee *	\$200.00
Business License Late Fee	\$100.00

*Business license fees are applicable for Cooperative Associations and Nonprofit Cooperative Corp without stock, unless the company is exempt from the the state business license.

2-Hour Expedite is available on all of the above filings at the fee of \$500.00 per item.

1-Hour Expedite is available on all of the above filings at the fee of \$1000.00 per item.

Profit Corporation Fee Schedule

Profit corporation formation filing fees:

Pursuant to NRS 78, 80, 78A, and 89 Domestic and Foreign Corporations, Close Corporations and Professional Corporations.

Fees are based on the value of the total number of authorized shares stated in the Articles of Incorporation as prescribed by NRS 78.760:

	Formation Fee	List Fee
\$75,000 or less	\$75.00	\$150.00
over \$75,000 and not over \$200,000	\$175.00	\$200.00
over \$200,000 and not over \$500,000	\$275.00	\$300.00
over \$500,000 and not over \$1,000,000	\$375.00	\$400.00
OVER \$1,000,000		
For the first \$1,000,000	\$375.00	\$400.00
For each additional \$500,000 - or fraction thereof	\$275.00	\$275.00
Maximum fee	\$35,000.00	\$11,125.00

Additional Information

Formation

You must submit an Initial List and State Business License Application and associated filing fees with your formation filing. The Initial List fee is \$150.00. The State Business License fee is \$500.00.

Annual List

If the Nevada Secretary of State does not receive your list or we cannot file it by the due date, due to form errors, you will owe a \$75 late fee. **Please note:** postmarking your filing before the due date will not prevent late fees.

If you submit your annual list more than 90 days before the due date, we will consider it an amended annual list for the previous year.

Fee Calculation

To calculate the filing fee, you will need the total number of your shares and their par value. Fees are calculated in the following ways:

- total authorized shares multiplied by their par value or;
- total authorized shares without par value multiplied by \$1.00 or;
- the sum of (a) and (b) above if both par and no par shares.

Filing fees are calculated on a minimum par value of one-tenth of a cent (.001), regardless if the stated par value is less.

The expedite period begins when we receive your filing.

We reserve the right to extend the expedite period in times of extreme volume, staff shortages, or equipment malfunction. These extensions are few and will rarely extend more than a few hours.

When a record is officially filed: A record is officially filed when we can successfully process it in our office. This means there are no errors or other issues with your filing preventing us from filing them.

Profit Corporation Fee Schedule Page 2

401 North Carson Street Carson City, Nevada 89701-4201
(775) 684-5708

OTHER PROFIT CORPORATION FEES:

Reinstatement Fee	\$300.00
Certificate of Amendment, minimum fee*	\$175.00
Certificate pursuant to NRS 78.209 (stock split), minimum fee*	\$175.00
Certificate pursuant to NRS 78.1955 (stock designation)	\$175.00
Amendment to Certificate pursuant NRS 78.1955 (stock designation)	\$175.00
Amendment of Modified Name	\$175.00
Restated Articles, minimum fee*	\$175.00
Certificate of Correction, minimum fee*	\$25.00
Certificate of Termination (includes filings pursuant to NRS 78.209, 78.380 and 78.390)	\$175.00
Termination Pursuant to NRS 92A	\$350.00
Articles of Merger* or Exchange	\$350.00
Dissolution of Corporation	\$100.00
Withdrawal of Foreign Corporation	\$100.00
Preclearance of any Document	\$125.00
Articles of Conversion; Articles of Domestication – contact office for fee information	
Revival of Corporation – contact office for fee information	
Ceremonial Charter	\$100.00
Certificate of Good Standing	\$50.00
Ceremonial Certificate of Good Standing	\$100.00
Initial List of Officers and Directors	\$150.00
Annual or Amended List of Officers and Directors	See List Fee Schedule
Annual List of Officers and Directors	\$150.00
24-Hour Expedite fee for above filings	\$125.00
Apostille	\$20.00
24-Hour Expedite fee for above filing	\$75.00
Name Reservation	\$25.00
24-Hour Expedite fee for above filing	\$50.00
Change of Noncommercial Registered Agent	\$60.00
Change of Registered Agent by Represented Entity	\$60.00
Resignation of Director or Officer	\$75.00
Resignation of Registered Agent (plus \$1.00 for each additional entity listed)	\$100.00
24-Hour Expedite fee for above filings	\$25.00
Certification of Documents – per certification	\$30.00
Copies – per page	\$2.00
Late Fee for List of Officers	\$75.00
Business License Fee (Professional Corporation created pursuant to NRS Chapter 89 - \$200.00)	\$500.00
Business License Late Fee	\$100.00

*Fee will be higher if stock is increased a significant amount, according to the initial filing fee schedule on page 1 of the profit corporation fee schedule. Maximum fee for an increase in stock is \$35,000.00.

2-Hour Expedite is available on all of the above filings at the fee of \$500.00 per item.

1-Hour Expedite is available on all of the above filings at the fee of \$1000.00 per item.