

*****IMPORTANT – ACTION REQUIRED*****

Date: January 9, 2019

To: Pastors, Bookkeepers, Business Managers, School Administrators

From: Julie Mahaney and Linda Topf, Parish Accounting

Re: **2019 BIENNIAL NON-PROFIT REPORT
FILE ON-LINE BY APRIL 1, 2019**



The Iowa Secretary of State started **emailing** a request to file the 2019 Biennial Report. Iowa law requires this report to be **completed on-line by April 1, 2019. This report is to be filed by your location. The diocesan office does not file this report for you.** We encourage you to complete the biennial report as soon as possible. If not completed, this may result in an administrative dissolution or revocation of your entity.

Please Note: If your entity has closed or went to a worship site or a secondary church you do not need to complete this form. You might notice when you go to the website a fee is listed for filing, this does not apply to Non-Profits. It is FREE to file.

The request would have been sent to the email address you have on file with the State. If the State does not have an email on file for your location, we can only assume the notice was mailed. Either way, please watch for this notice as it's important that action be taken. If you don't receive a request from the State by January 15th, please call the State office at (515) 281-5204. Please do not call our office as we do not have your location information on file.

If there was a priest or administrator change since the last biennial report and the state was not notified, the email may have been addressed to the previous pastor or administrator. Do not delete or forward. You will need to complete the "statement of change" form on-line instead.

As identified on the notice, go on-line to sos.iowa.gov/br. Enter the corporate number and temporary code listed on the email (or postcard if mailed) and follow the instructions.

A few clarifications:

- Bishop R. Walker Nickless should be listed as president and your pastor or administrator, as applicable, as secretary/treasurer. You do not need to list all your directors.
- The question asking if the corporation has members should be answered "No".
- Answer the question asking if an interest is held in agricultural land in Iowa accordingly. If your location has land, you will receive a request to complete an agricultural biennial report.

If you have an entity with a separate tax identification number (e.g., cemetery, foundation) and did not receive an email, the entity most likely is not registered with the state.

The state will email you confirming that you filed the Biennial Report. Please forward this to Linda Topf at lindat@scdiocese.org so we can confirm completion for your location.

Please contact Linda (712-233-7593) or lindat@scdiocese.org or Julie (7515) or juliem@scdiocese.org with questions. Thank you for your prompt handling of your location's 2019 Biennial Report.