

## Instructions for Completing the Statement of Information (Form SI-100)

For faster processing, the required statement for most corporations can be filed online at <https://businessfilings.sos.ca.gov>.

Every **California nonprofit, credit union and general cooperative corporation** must file a Statement of Information with the California Secretary of State, **within 90 days** of registering with the California Secretary of State, and **every two years** thereafter during a specific 6-month filing period based on the original registration date, as described in the chart below. Changes to information contained in a previously filed Statement of Information can be made by filing a new Form SI-100, **completed in its entirety**. A California stock, agricultural cooperative or registered foreign corporation is not authorized to file Form SI-100 and must file a Statement of Information using [Form SI-550](#).

**Status of Corporation:** In order to file Form SI-100, the status of the corporation **must** be active or suspended on the records of the California Secretary of State. The status of the corporation can be checked online on the Secretary of State's Business Search at [BusinessSearch.sos.ca.gov](https://BusinessSearch.sos.ca.gov). See the [FTB Suspension](#) section below for information about resolving an FTB suspended status.

**Fees: See chart below.** Checks should be made payable to the Secretary of State.

**Copies:** To obtain a copy or certified copy of this filed Statement of Information, include payment for copy fees and certification fees at the time this Statement of Information is submitted. Copy fees are \$1.00 for the first page and \$.50 for each attachment page. For certified copies, there is an additional \$5.00 certification fee, per document.

**Processing Times:** For current processing times, go to [www.sos.ca.gov/business/be/processing-times](http://www.sos.ca.gov/business/be/processing-times).

Type of Filing	Description	Form to Use	Fee
Initial Filing	The initial filing is due 90 days from the entity's registration date.	Statement of Information - Form SI-100	\$20.00
Required Periodic Filing	<ul style="list-style-type: none"> <li><b>Credit Unions and Cooperative Corporations:</b> This statement is due <b>every year</b> based on the entity's registration date.</li> <li><b>California Nonprofit Corporations:</b> This statement is due <b>every two years</b> based on the entity's registration date.</li> <li>The filing period includes the registration month and the immediately preceding five (5) months.</li> </ul>	Statement of Information, - Form SI-100	\$20.00
No Fee Statement	A Statement of Information submitted before the next required statement is due but after the initial or required filing requirements have been met to update information including changes to information for the agent for service of process.	Statement of Information - Form SI-100	No Fee

### Statutory Required 6 Month Filing Window for Corporations

Month of Registration	Statement of Information Applicable Filing Period	
	First Day of	Through Last Day of
January	August	January
February	September	February
March	October	March
April	November	April
May	December	May
June	January	June
July	February	July
August	March	August
September	April	September
October	May	October
November	June	November
December	July	December

If you are not completing this form online, please **type or print legibly** in black or blue ink. **Complete the Statement of Information (Form SI-100) as follows:**

Item	Instruction	Tips
1.	Enter the name of the corporation <b>exactly</b> as it appears on file with the California Secretary of State, including the entity ending (ex: "Jones & Company, Inc." or "Smith Construction Company").	
2.	Enter the 7-digit file number issued to the corporation by the California Secretary of State at the time of registration.	<ul style="list-style-type: none"> <li>• The 7-digit file number is provided by the Secretary of State above the file stamp at the top of the corporation's registration document filed with the California Secretary of State.</li> <li>• To ensure you have the correct file number and exact name of the corporation, look to your registration document filed with the California Secretary of State and any name change amendments.</li> <li>• Secretary of State Records can be accessed online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. While searching the Business Search, be sure to identify your corporation correctly including the jurisdiction that matches your corporation.</li> </ul>
3a.	Enter the complete street address, city, state, and zip code of the corporation's principal office in California, <b>if any</b> .	<ul style="list-style-type: none"> <li>• If the corporation has a principal office in California, the <b>complete street address</b> is required, including the street name and number, city and zip code.</li> <li>• Address must be a physical address.</li> <li>• Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city.</li> </ul>
3b.	If different from the address in Item 3a, enter the complete mailing address, city, state, and zip code of the corporation.	<ul style="list-style-type: none"> <li>• This address will be used for mailing purposes and may be a P.O. Box address or "in care of" an individual or entity.</li> <li>• Do not abbreviate the name of the city.</li> </ul>
4.	Enter the name and complete business or residential address of the corporation's: <ol style="list-style-type: none"> <li>a. Chief Executive Officer (i.e. president)</li> <li>b. Secretary and</li> <li>c. Chief Financial Officer (i.e. treasurer).</li> </ol>	<ul style="list-style-type: none"> <li>• Do not abbreviate the name of the city.</li> <li>• Every corporation is <b>required</b> to have at least these 3 officers</li> <li>• Any number of offices may be held by the same person unless the articles of incorporation or bylaws provide otherwise, except, in the case of a nonprofit <i>public benefit</i> or <i>religious</i> corporation, neither the secretary nor the chief financial officer or treasurer may serve concurrently as the president or chairperson of the board (Section <a href="#">5213</a> or <a href="#">9213</a>).</li> <li>• An additional title for the Chief Executive Officer or Chief Financial Officer may be added; however, the preprinted titles on this form must not be altered, except in the case of a general cooperative corporation, which may include the name and address of its general manager instead of the name and address of its chief executive officer. (Section <a href="#">12570(a)</a>.)</li> <li>• Unless the articles of incorporation or bylaws provide otherwise, the president, or if there is no president, the chairperson of the board, is the chief executive officer of the corporation.</li> <li>• Unless the articles of incorporation or bylaws provide otherwise, if there is no chief financial officer, the treasurer is the chief financial officer of the corporation.</li> </ul>

5.	<p><b>The corporation must have an Agent for Service of Process.</b></p> <p>There are two types of Agents that can be named:</p> <ul style="list-style-type: none"> <li>• an individual (e.g. owner, director or any other individual) who resides in California with a physical California street address; <b>OR</b></li> <li>• a registered corporate agent qualified with the California Secretary of State.</li> </ul>	<ul style="list-style-type: none"> <li>• An Agent for Service of Process is responsible for accepting legal documents (e.g. service of process, lawsuits, subpoenas, other types of legal notices, etc.) on behalf of the corporation.</li> <li>• You must provide information for either an individual OR a registered corporate agent, not both.</li> <li>• If using a registered corporate agent, the corporation must have a current agent registration certificate on file with the California Secretary of State as required by Section 1505.</li> </ul>
5a & b.	<p><b>If Individual Agent:</b></p> <ul style="list-style-type: none"> <li>• Enter the name of the agent for service of process and the agent's complete <b>California</b> street address, city and zip code.</li> <li>• If an individual is designated as the agent, complete Items 5a and 5b ONLY. <b>Do not complete Item 5c.</b></li> </ul>	<ul style="list-style-type: none"> <li>• The <b>complete street address</b> is required, including the street name and number, city and zip code.</li> <li>• Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city.</li> <li>• Many times, a small corporation will designate an officer or director as the agent for service of process.</li> <li>• The individual agent should be aware that the name and the physical street address of the agent for service of process is a public record, open to all (as are all the addresses of the corporation provided in filings.)</li> </ul>
5c.	<p><b>If Registered Corporate Agent:</b></p> <ul style="list-style-type: none"> <li>• Enter the name of the registered corporate agent <i>exactly</i> as registered in California.</li> <li>• If a registered corporate agent is designated as the agent, complete Item 5c ONLY. <b>Do not complete Items 5a and 5b.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Before a corporation is designated as agent for another corporation, that corporation must have a current agent registration certificate on file with the California Secretary of State as required by Section 1505 stating the address(es) of the registered corporate agent and the authorized employees that will accept service of process of legal documents and notices on behalf of the corporation.</li> <li>• Advanced approval <b>must be obtained</b> from a registered corporate agent <b>prior</b> to designating that corporation as your agent for service of process.</li> <li>• No California or foreign corporation may register as a California corporate agent unless the corporation currently is authorized to engage in business in California and is in good standing on the records of the California Secretary of State.</li> <li>• Provide your Registered Corporate Agent's exact name as registered with the California Secretary of State. To confirm that you are providing the exact name of the Registered Corporate Agent, go to <a href="https://businessfilings.sos.ca.gov/frm/1505s.asp">https://businessfilings.sos.ca.gov/frm/1505s.asp</a>.</li> </ul>
6.	<p>Check the box if the corporation is formed to manage a common interest development. If the corporation is not formed to manage a common interest development, do not check the box and proceed to Item 7.</p>	<ul style="list-style-type: none"> <li>• Common Interest Developments (CIDs) are a type of organization of property owners that allow property owners to pool resources to manage and share common areas and facilities.</li> <li>• Residential CIDs can be single-family detached houses, two-story townhouses, garden-style units with shared "party walls," and apartment-like, multistory high rises.</li> <li>• Commercial or industrial CIDs generally consist of individual owners of property that share common space or facilities and the use of the property is limited to only commercial and industrial purposes.</li> <li>• The most common type of association of property owners is organized as a nonprofit mutual benefit corporation.</li> </ul>
7.	<p>Type or print the date, the name and title of the person completing this form and sign where indicated.</p>	

**Mail Submission Cover Sheet (Optional):** To make it easier to receive communication related to **this document**, including the purchased copy of the filed document, if any, complete the Mail Submission Cover Sheet. For the Return Address: Enter the name of a designated person and/or company and the corresponding mailing address. Please note that the Mail Submission Cover Sheet will be treated as correspondence and will not be made part of the filed document.

**Where to File:** The completed form along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, Sacramento, CA 95814.

**Legal Authority:** General statutory filing provisions are found in California Corporations Code sections [6210](#), [8210](#), [9660](#) or [12570](#) and California Financial Code section [14101.6](#). All subsequent statutory references are to the California Corporations Code, unless otherwise stated. Failure to file this Statement of Information by the due date may result in the assessment of a \$50.00 penalty. (Sections [6810](#), [8810](#), [9690](#) or [12670](#); California Revenue and Taxation Code section [19141](#).)

**Common Interest Development Association:** Every domestic nonprofit corporation formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) or the Commercial and Industrial Common Interest Development Act also must file a Statement By Common Interest Development Association ([Form SI-CID](#)) together with the Statement of Information (California Civil Code sections [5405](#) and [6760](#)). Both forms are available on the Secretary of State's website at [www.sos.ca.gov/business/be/statements](http://www.sos.ca.gov/business/be/statements).

**FTB Suspension:** If the corporation's status is FTB suspended, the status must be resolved with the California Franchise Tax Board (FTB) for the corporation to be returned to active status. For revivor requirements, go to FTB's website at <https://www.ftb.ca.gov> or contact FTB at (800) 852-5711 (from within the U.S.) or (916) 845-6500 (from outside the U.S.).



# Mail Submission Cover Sheet

### Instructions:

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission.** This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- Standard processing time for **submissions** to this office is approximately 5 business days from receipt. All **submissions** are reviewed in the date order of receipt. For updated processing time information, go to [www.sos.ca.gov/business/be/processing-times](http://www.sos.ca.gov/business/be/processing-times).

### Optional Copy and Certification Fees:

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and certification fee information, refer to the instructions of the specific form you are submitting.

### Entity Information: (Please type or print legibly)

Name: \_\_\_\_\_

Entity Number (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_

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**Return Address:** For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: [ \_\_\_\_\_ ]

Company:

Address:

City/State/Zip: [ \_\_\_\_\_ ]

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