

SAMPLE ARTICLES OF INCORPORATION

Registering a corporation requires filing articles of incorporation with the state. Although state forms vary, the information they require is almost uniform. Below is a sample form which can assist you in gathering registration information.

STATE OF _____

SECRETARY OF STATE

ARTICLES OF INCORPORATION

Business and Nonprofit Corporations

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.

Please read the directions before completing this form. All information on this form is public information.

The undersigned incorporator(s) is an (are) individual(s) 18 years of age or older, and adopt the following articles of incorporation to form a (mark ONLY one):

_____ FOR-PROFIT BUSINESS CORPORATION

_____ NONPROFIT CORPORATION

ARTICLE I - NAME

The name of the corporation is:

(Business Corporation names must include a corporate designation such as Incorporated, Corporation, Company, Limited, or an abbreviation of one of those words.)

ARTICLE II - REGISTERED OFFICE ADDRESS AND AGENT

The registered office address of the corporation is:

(A complete street address or rural route and rural route box number is required; the address can not be a P.O. Box.)

The registered agent at the above address is:

Name (Note: You are not required to have a registered agent.)

ARTICLE III - SHARES

The corporation is authorized to issue a total of _____ shares.

(If you are a business corporation you must authorize at least one share. Nonprofit corporations are not required to have shares.)

ARTICLE IV - INCORPORATORS

I (We), the undersigned incorporator(s) certify that I am (we are) authorized to sign these articles and that the information in these articles is true and correct. I (We) also understand that if any of this information is intentionally or knowingly misstated that criminal penalties will apply as if I (we) had signed these articles under oath. (Provide the name and address of each incorporator. Each incorporator must sign below. List the incorporators on an additional sheet if you have more than two incorporators.)

Name

Street

City State Zip

Signature

Name

Street

City State Zip

Signature

Print name and phone number of person to be contacted if there is a question about the filing of these articles.

Name

(_____) _____
Phone Number

DIRECTIONS

THIS FORM MUST BE TYPEWRITTEN OR PRINTED IN BLACK INK.

Choose which type of corporation you are filing. A for-profit business corporation's goal is to make money for its shareholders. A nonprofit corporation's goal is generally to return something to the community, not the financial gain of the members. In addition, a nonprofit corporation cannot pay its members dividends.

ARTICLE I. State the exact corporate name. Business corporations MUST choose one of the following words or abbreviation of these words as part of the name of the business: Incorporated, Corporation, Limited or Company. The word "company" cannot be immediately preceded by "and" or "&". Nonprofit corporations may use these words but are not required to do so.

Name availability may be checked on a preliminary basis by calling the Business Information Line at _____.

ARTICLE II. State the complete street address or rural route and rural route box number for the registered office address. Post office box numbers are NOT acceptable.

ARTICLE III. State the number of shares the corporation will be authorized to issue. Business corporations must be authorized to issue at least one share. Nonprofit corporations may (but are not required to) issue shares.

ARTICLE IV. Only one incorporator is required. If you have more than one incorporator, you must state the name and complete address for each incorporator. Each incorporator must sign. List the incorporators on an additional sheet if you have more than two incorporators.

NOTE: This form is intended merely as a guide in the formation of a corporation. It is not intended to cover all situations. If this form does not meet the specific needs and requirements of the corporation, the incorporators should draft their own articles.

A nonprofit corporation that wishes to apply to the Internal Revenue Service (IRS) for tax-exempt status (501(c)(3)) can not use this form for its articles. The IRS has additional language requirements. That language is available from the IRS by calling (800) 829-1040. After combining the IRS language with the requirements on the front of this form, submit the articles to this Office for filing. Once the articles have been filed and returned to the corporation, the application for tax-exempt status can be made to the IRS.

FILING FEES: Make checks payable to the Secretary of State.
Business Corporations: \$____

Nonprofit Corporations: \$____

SEND FORM AND FEE TO: Secretary of State All of the information on this form is public and required in order to process this filing. Failure to provide the requested information will prevent the Office from approving or further processing this filing.