

**DEPARTMENT OF LABOR & ECONOMIC GROWTH  
BUREAU OF COMMERCIAL SERVICES - CORPORATION DIVISION**

**NONPROFIT CORPORATION INFORMATION UPDATE**

**Year** \_\_\_\_\_

1. IDENTIFICATION NUMBER
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2. Corporate Name
3. Resident Agent
4a. Registered Office Address in Michigan (a P.O. Box may not be designated as the address of the Registered Office)
4b. Mailing Address of Registered Office in Michigan (may be a P.O. Box)
5. Describe the purpose and activities of the corporation during the year covered by this report.

<b>6.</b>		<b>NAME</b>	<b>BUSINESS OR RESIDENCE ADDRESS</b>
If different than President	President (Required)		
	Secretary (Required)		
	Treasurer (Required)		
	Vice President		
If different than officers	Director (Required)		
	Director		
	Director		
7. The filing fee is \$20.00. Please make your check or money order payable to the State of Michigan. Return report and fee to:  <p align="center"><b>Michigan Department of Labor &amp; Economic Growth Bureau Of Commercial Services - Corporation Division P.O. Box 30057 Lansing, MI 48909-7557 (517) 241-6470</b></p>			
8. Signature of an authorized officer or agent			Date
			Phone (Optional)

If more space is needed, additional pages may be included. Do not staple any items to the report.

NAME OF PERSON OR ORGANIZATION REMITTING FEES	PREPARER'S NAME AND BUSINESS TELEPHONE NUMBER
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### INFORMATION AND INSTRUCTIONS

Insert the year for which this update is being filed.

1. Enter the name of your corporation
2. Enter the six digit identification number assigned by the Bureau. **\*\*Check Corporation Division Database\*\***
3. Enter the name of the corporation's resident agent. The agent must be an individual person, or a Michigan corporation, or a foreign corporation authorized to transact business in Michigan. Note that a corporation cannot act as its own resident agent (do not insert your own corporation name in item 3).
- 4a. Enter the street address of the registered office in Michigan (this must be a Michigan address). The registered office is the physical location where the resident agent (in item 3) can be found for service of process.
- 4b. This section should only be completed if the corporation has a different mailing address from the street address set forth in section 4a (a post office box for example).
5. Enter a general description of the nature of the corporation's activities for the year of this update.
6. Enter names and addresses of the officers and directors as required by section 911 of the Nonprofit Corporation Act. Two or more offices may be held by the same person. Sections 531 and 501 of the Act require the corporation to have a President, Secretary, Treasurer and a Board of Directors with at least one person on the Board. If the corporation has not yet commenced business and no officers or directors have been elected, insert the words "not yet elected".
7. The filing fee for the report is \$20.00. The fee increased to \$20 October 1, 2003 through September 30, 2007 because of the passage of PA 107 of 2003. Please make your check or money order payable to the State of Michigan.
8. An authorized officer or agent must sign the report. Please indicate title and date of signature. A phone number is optional, but if a phone number is included, we try to contact by phone for any necessary corrections instead of returning the report.

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

**New expedited services beginning January 1, 2006.**

Expedited review and filing, if fileable, is available for all documents for profit corporations, limited liability companies, limited partnerships and nonprofit corporations.

Please complete form *BCS/CD 272* for expedited service via in person, mail and MICH-ELF.

The expedited service fees are in addition to the regular fees applicable to the specific document:

**Same day service**

- **One hour- \$1000**

Review completed within one hour on day of receipt. Document and request for 1 hour expedited must be received by 4 p.m. EST or EDT.

- **Two hour- \$500**

Review completed within two hours on day of receipt. Document and request for two hour expedited service must be received by 3 p.m. EST or EDT.

- **Same day- \$100 for formation documents and applications for certificate of authority.**

- **Same day- \$200 for any document concerning an existing entity**

Review completed on day of receipt. Document and request for same day expedited service must be received by 1 p.m. EST or EDT.

- **24-hour service- \$50 for formation documents and applications for certificate of authority.**

- **24-hour service-\$100 for any document concerning an existing entity.**

First time MICH-ELF user requesting expedited service must obtain a MICH-ELF filer number prior to submitting a document for expedited service. ([link to \*BCS/CD 901\* MICH-ELF application](#))