

How to Fill out the State of California's Statement of Information Form

INSTRUCTIONS FOR COMPLETING FORM SI-100

For faster processing, the required statement for most corporations can be filed online at <https://businessfilings.sos.ca.gov/>. (A credit card for the fee will be necessary)

Alternatively, statement forms are available on the Secretary of State's website at <http://www.sos.ca.gov/business/> and can be viewed, filled in and printed from your computer.

Completed forms along with the applicable fees can be mailed to:

Secretary of State
Statement of Information Unit
P.O. Box 944230
Sacramento, CA 94244-2300

If you are not completing this form online, please type or legibly print in black or blue ink. This form is filed only in the Sacramento office. Every **domestic nonprofit**, credit union and consumer cooperative corporation shall file a Statement of Information with the California Secretary of State, within 90 days after filing of its original Articles of Incorporation, and **biennially*** thereafter during the applicable filing period.

The applicable filing period for a corporation is the calendar month during which its original Articles of Incorporation were filed and the immediately preceding five calendar months. A corporation is required to file this statement even though it may not be actively engaged in business at the time this statement is due. Changes to information contained in a previously filed statement can be made by filing a new form, completed in its entirety.

* **Credit unions and consumer cooperative corporations** are required to file **annually** instead of biennially.

Please note:

- Use the school address for addresses of the officers
- Use California Congress of Parents, Teachers, and Students, Inc. as the name of agent for service process. (As this is a corp. you do not fill in street address).