

**State of Florida**  
**Nonprofit Filing Requirements**

## Our Role and Filing Responsibilities

The following summary of the Division of Corporations' role, and descriptive list of the type of filings and registrations for which it is responsible, will help you determine if the Division provides the particular type of information or service you desire.

The Division of Corporations is a ministerial filing agency which serves as the statewide central repository for business entity filings and annual reports, the statewide central filing office for judgment lien filings, and the statewide central registration office for fictitious names, trademarks and service marks. The Division is also the resource for information contained in these records.

A **corporation** is a legal entity, created by statute (i.e. the state) with all the rights, privileges and responsibilities of a natural person; possessing the attributes of limited liability, centralized management, continuity of life and fee transferability of interest.

A **for-profit corporation** is a corporation created for the purpose of conducting business in the widest sense of the term. In Florida, such a corporation may be organized generally under Chapter 607 but may take on special attributes as prescribed by other subservient chapters.

**A not-for-profit corporation is a corporation created for religious, charitable, or educational purposes which are generally formed under Chapter 617 but may take on special attributes as prescribed by subservient chapters.**

A **foreign corporation** is a corporation authorized by any jurisdiction other than Florida, to transact business.

An **alien corporation** is any corporation authorized by any jurisdiction other than; the United States, any state, the District of Columbia, Puerto Rico, Guam or any possession or territory of the United States, to transact business.

A **partnership** is an association of two or more persons to carry on a business for profit as co-owners. **General Partnership:** An association of two or more partners each as a general partner with full status of unlimited personal liability and managerial control. **Limited Partnership:** An association of one or more general partners and one or more limited partners with limited liability and little or no managerial control (i.e. investors only).

A **fictitious name** is any name other than an individual's legal name. Registration of that name is required if it is used in business in order to inform the public of who is actually conducting business.

A **limited liability company** is a hybrid form of entity combining some of the attributes of a corporation with the association tax status of a partnership.

A **Trademark or Service Mark** is a name or logo adopted by a person or entity to identify the source of a particular product or service provided in commerce. It is distinguished from a fictitious or corporate name in that it must meet a high standard of creativity and originality than do such trade names.

**Federal Tax Liens**, as authorized by federal law, are required to be filed in the state or local office designated for lien filings. The Division is responsible for filing liens against business entities, estates and trust. The counties record personal real estate liens.



## Forms - Download

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**Note: Please make ALL checks payable to the Florida Department of State**

All Division of Corporations' forms are available for download in PDF format. The PDF format requires the use of Adobe's Acrobat Reader which is available free of charge. [Click here to transfer to the Adobe Acrobat Reader download facility.](#)

### Corporation Forms

- [Florida Corporations \(Profit and NonProfit\)](#)
- [Foreign Corporation Forms \(Profit and NonProfit\)](#)

### Limited Liability Company Forms

- [Florida Limited Liability Company](#)
- [Foreign Limited Liability Company](#)

### Partnership Forms

- [General Partnership \(Includes LLP\)](#)
- [Florida Limited Partnership \(Includes LLLP\)](#)
- [Foreign Limited Partnership](#)

### Judgment Lien Forms

- [Judgment Lien Certificate and Amendment Forms](#)
- [Judgment Lien Information](#)

### Other Forms

- [Trademark Forms](#)
- [Florida Fictitious Name Filing Forms](#)
- [Florida Miscellaneous Filing Forms](#)
- [Comment Form](#)
- [ADA Notice](#)



Get a copy of Acrobat Reader If you have difficulty downloading and using the Adobe Acrobat Reader, please contact [Corp Help](#).

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## Florida Corporations Forms (Profit and NonProfit)

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**Note: Please make ALL checks payable to the Florida Department of State**

Shown below are forms to assist you in filing with the Division of Corporations. You have two choices: print out the selected form, then prepare it; **or** fill-in the form online, then print it out. **MAIL** your completed form with the appropriate fee to the Division of Corporations for processing and filing.

- [Profit Articles of Incorporation](#)
- [NonProfit Articles of Incorporation](#)
- [Profit Articles of Amendment](#)
- [NonProfit Articles of Amendment](#)
- [Articles of Correction](#)
- [Resignation of Officers/Directors](#)
- [Resignation of a Registered Agent](#)
- [Change of a Registered Agent/Registered Office](#)
- [Profit Articles of Dissolution](#)
- [NonProfit Articles of Dissolution](#)
- [Revocation of Dissolution of Profit Corporation](#)
- [Revocation of Dissolution of NonProfit Corporation](#)
- [NonProfit Reincorporation](#)
- [\\*Profit/NonProfit Annual Report\\*](#)
- [\\*Profit/NonProfit Reinstatement \(Blank form\)\\*](#)
- [\\*Profit/NonProfit Reinstatement \(Preprinted form\)\\*](#)

### Conversions:

- [Florida Profit Corporation into Florida LLC](#)
- [Florida Profit Corporation into 'Other Business Entity'](#)
- ['Other Business Entity' into Florida Profit Corporation](#)

### Mergers:

- [Profit Corporation Merger with other Corporation](#) (s.607.1105,F.S.)
- [NonProfit Corporation Merger with other Corporation](#) (s.617.1105,F.S.)
- [Articles of Merger for Profit or NonProfit Corporation with 'Other Business Entity'](#) (s.607.1109 or 617.0302,F.S.)

# Annual Report Form Creation

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**Note: Please make ALL checks payable to the Florida Department of State**

## **NOTICE TO NOT FOR PROFIT CORPORATIONS SOLICITING CONTRIBUTIONS**

The Department of Agriculture and Consumer Services, Division of Consumer Services, is now responsible for administering the Solicitation of Contributions Act, chapter 496, Florida Statutes. The Solicitation of Contributions Act requires charitable organizations or sponsors intending to solicit contributions from the public in the State of Florida to annually register with the Division of Consumer Services. Failure to comply with this act is a third degree felony.

For more information, contact the Division of Consumer Services, Department of Agriculture and Consumer Services, P.O. Box 6700, Tallahassee, Florida 32314 or call (850) 488-2221 or (800) 435-7352 (within Florida only) or at [www.800helpfla.com](http://www.800helpfla.com).

Enter the entity document number below to create your pre-printed Annual Report form.

**Document Number**

Note: On 12 digit document numbers,  
only the first character is alphabetic.

The document number is located on the back  
of the postcard above the business entity name

# Solicitation of Contributions Information for Businesses



[Forms](#) | [Florida Laws](#) | [FAQ](#) | [Contact](#) | [Consumer Info](#) | [Additional Info](#)

**The Solicitation of Contributions Act** requires anyone who solicits donations from people in the State of Florida to register with the Department and renew annually. This applies to charitable organizations, sponsors, professional solicitors, as well as professional fundraising consultants. The Department collects registration fees and has authority to impose penalties for non-compliance. The Department provides financial disclosure regarding organizations on the online [Gift Givers' Guide](#) or you can obtain information about a specific charity by calling our Consumer Assistance Call Center at 1-800-HELP-FLA (435-7352), or out of state 850-488-2221.

[Back to Top](#)

## Forms

**Solicitation of Contributions Registration Statement** [PDF]

**Notice of Commencement of Solicitations** [PDF]

**Professional Solicitors Financial Report of Campaign** [PDF]

*If you are providing a Surety Bond, please use the form listed below:*

**Professional Solicitors Surety Bond** [PDF]

[Back to Top](#)

## Florida Laws

[Chapter 496, Florida Statutes \(F.S.\)](#)

[Chapter 5J-7, Florida Administrative Code](#)