

**Form 802—General Information
(9.01 Report – Non-Profit Corporation)**

The attached is the prescribed form for filing the 9.01 report required by the provisions of the Texas Non-Profit Corporation Act.

Commentary: Article 1396-9.01 of the Texas Non-Profit Corporation Act authorizes the secretary of state to require each non-profit corporation to file a report not more than once every four years. The report must be completed and filed within 30 days of the mailing of the notice sent by the secretary of state. Failure to file the 9.01 report within 30 days will result in the forfeiture of the corporation's right to conduct affairs in the state of Texas and could ultimately result in the involuntary dissolution of the Texas corporation or revocation of the certificate of authority of the foreign corporation.

- **Registered Agent and Registered Office Address:** The registered agent can be either: a domestic entity, or a foreign entity that is registered to do business in Texas; or an individual resident of the state. The corporation cannot act as its own registered agent; do not enter the corporation name as the name of the registered agent. A post office box is not sufficient as a registered office address.

Please note that a document on file with the secretary of state is a public record that is subject to public access and disclosure. When providing address information for a director, executive committee member, or officer, use a business or post office box address rather than a residence address if privacy concerns are an issue.

- **Directors and Officers:** Provide the name and address of each director and officer, along with the office title of each officer.
- **Execution:** An officer of the non-profit corporation must sign the 9.01 report. Prior to signing, please read the statements on this form carefully. A person commits an offense under article 1396-9.03A of the Texas Non-Profit Corporation Act if the person signs a document that the person knows is false in any material respect with intent that the document be delivered on behalf of the corporation to the secretary of state for filing. The offense is a Class A misdemeanor.
- **Delivery Instructions:** Mail the completed form along with the filing fee to the address shown in the heading of this form. The delivery address is James Earl Rudder Building, 1019 Brazos, Suite 505, Austin, Texas 78701. Upon filing the document, the secretary of state will return the appropriate evidence of filing to the submitter together with a file stamped copy of the document, if a duplicate copy was provided for such purpose. If a document is transmitted by fax to the fax number shown in the heading of this form, then credit card information must accompany the transmission (Form 807) that is available from the secretary of state at: <http://www.sos.state.tx.us/corp/nonprofit.shtml>.
- **Filing Fee:** The filing fee for a 9.01 report is **\$5**. If the corporation has forfeited its right to conduct affairs, the fee increases by **\$1** per month or part of a month for one hundred twenty (120) days following the forfeiture, but not less than **\$5** nor more than **\$25**. If the report is not filed within the one hundred twenty (120) day period, a domestic corporation will be involuntarily dissolved and a foreign corporation will have its certificate of authority revoked. The corporation may be relieved of the involuntary dissolution or revocation and reinstated by filing the 9.01 report and paying a filing fee of **\$25**.
- **Payment Instructions:** Payment may be made by: (1) personal check or money order; (2) a valid VISA[®], MasterCard[®], or Discover[®] credit card, or (3) a LegalEase[™] debit card. Checks submitted must be payable through a U.S. bank or financial institution and made payable to the secretary of state. Fees paid by credit card are subject to a convenience fee (currently 2.1%) of the total fees incurred, when applicable. The convenience fee is assessed per credit card transaction.