

SECRETARY OF STATE ANNUAL REPORT

Your unit must be incorporated with the State of Montana to be a unit in good standing. As a non-profit corporation, you must register annually with the MT Secretary of State in order to remain active and in good standing as a corporation. The report asks you to list your officers and board of directors. A person can be listed more than once.

It is critical that you file this report and pay the annual fee of \$20.00 by April 15th.

- The Secretary of State Annual Report is filed online at www.sos.mt.gov.
- Payment must be made with credit card or debit card.
- Click on “File Your Annual Report” on the green “Business Services” tab.
- If you are unable to file online, just call the Secretary of State’s office at 406-444-3665 and request the paper form. It will have all of last year’s information on it, and you just make any changes you have for your officers or board of directors.
- If you’re a new unit and need a blank form you can download it from the website which is sos.state.mt.us. Go to “Business Services and then “File Paper Forms”.
- If you are unsure if your PTA unit is incorporated with the state, don’t worry, you can do a Business Entity Search. Click on “Business Services” then “Online Services Business” then “Search for a Business”.
- Missed the filing date? You can still file if it has been less than a year since you missed filing. However, you will be assessed a late filing penalty of \$15.

***Questions? Contact Montana PTA at
406-628-9007 or e-mail: mtstatepta@gmail.com***