

State of Ohio required by law as non-profit registered in Ohio

What	How often
Articles of incorporation	Once, when creating business; then if changes must file
Statutory Agent	As needed
Annual report of financial activity (if not filing 990)	Annually
Charitable registration	Annually (same time as submit taxes/financial report)
Certificate of Existence	Every 5 years

How do I find out what we have done and when?

State of Ohio Business Search – has all your documents

<https://businesssearch.ohiosos.gov/>

OOPS

To find forms such as for reinstatement (b/c you forgot to do your Certificate of Existence)

<https://www.ohiosos.gov/businesses/filing-forms--fee-schedule/#domestic>
File Reinstatement Online at Ohio Business Central

Federal

File your taxes! If not 990 because you never got 501 tax exempt status, you still file your taxes just like any business

If you have not filed your 990 in 3 years, you get booted from 501c3 status. But yes you can get it back

<https://www.irs.gov/charities-non-profits/reinstatement-of-tax-exempt-status-after-automatic-revocation>

Streamlined retroactive reinstatement

Organizations that were eligible to file Form 990-EZ or 990-N (ePostcard) for the three years that caused their revocation may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- *Have not previously had their tax-exempt status automatically revoked.*
- *Complete and submit [Form 1023](#), [Form 1023-EZ](#), [Form 1024](#) or [Form 1024-A](#) with the appropriate [user fee](#) not later than 15 months after the later of the date of the organization's Revocation Letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.*