



**NEWS RELEASE**

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## Secretary of State Warns of Misleading Annual Report Letters from Third Parties

**BISMARCK, ND** – North Dakota Secretary of State Michael Howe warns businesses and nonprofits to be aware of misleading letters offering to file annual reports on their behalf. The senders may appear to be working with the North Dakota Office of the Secretary of State and the letters may look like a bill, ask for hefty fees, and/or express a sense of urgency. ([Example of solicitation letter](#)).

“Our office prides itself on the customer service we provide to North Dakota business owners, big and small, as well as our nonprofits,” said Secretary Howe. “It’s unfortunate that out-of-state third-party entities are seeking to manipulate our North Dakota businesses and nonprofits into thinking they need to pay additional fees to remain in good standing with the State. Filing with the Office of the Secretary of State is quick and easy to do online, and we are always more than happy to assist and encourage folks to reach out to us if they need help.”

Businesses and nonprofits are required to file annual reports to keep their registration in good standing. Annual reports are a simple filing that organizations can complete themselves through the North Dakota Secretary of State’s online FirstStop Portal. The report requires updating business activities, mailing address, stakeholders or officers and directors, and for certain filings, information on membership interests and land ownership or use.

Most annual reports submitted directly to the North Dakota Secretary of State are filed as soon as they are received. The third-party solicitation letters indicate that it takes considerably longer for them to submit the filing and the organization must allow multiple weeks for them to submit the annual report filing.

The annual report deadlines vary throughout the year depending on the business or nonprofit structure, and the filing fee is \$10 for nonprofits, \$20 for cooperatives, \$25 for corporations, \$25 for partnerships that have an annual report filing requirement, and \$50 for limited liability companies (LLCs). Third parties offering to do filings are charging fees in excess of \$90 to file.

Information about filing an annual report can be found in the [Business section](#) of the North Dakota Secretary of State’s website ([sos.nd.gov](https://sos.nd.gov)), or you can call their office at (701) 328-2900.

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