



DIOCESE OF SIOUX CITY

Office of Parish Accounting

1821 Jackson Street, P.O. Box 3379, Sioux City, IA 51102-3379 • (712) 255-7933 • www.scdiocese.org

*********IMPORTANT – ACTION REQUIRED*********

Date: January 7, 2021

To: Pastors, Bookkeepers, Business Managers, School Administrators

From: Julie Mahaney and Linda Topf, Parish Accounting

Re: **2021 BIENNIAL NON-PROFIT REPORT FILE ON-LINE BY March 31, 2021**

The Iowa Secretary of State started **emailing** a request to file the 2021 Biennial Report. Iowa law requires this report to be **completed on-line by March 31, 2021**. **This report is to be filed by your location. The diocesan office does not file this report for you.** We encourage you to complete the biennial report as soon as possible. If not completed, this may result in an administrative dissolution or revocation of your entity. **Instruction for filing are on the email you receive from the Secretary of State.**

The request will be sent to the email address you have on file with the State. If you don't receive a request from the State by January 15th, please go to the website <https://filings.sos.iowa.gov>

Welcome to Fast Track Filing

Filing a biennial report and don't want to create an account?

Click here to file biennial report (no account required)

Enter your business number and Click Search

(If you do not know your business number call Linda 712-233-7593 or Julie 712-233-7515, we will give your business number to you)

After you enter your number click search

You will now be at your biennial report to review and complete

As the remitter fill in your name, parish/school e-mail address & phone number

- Verify the name and address of the registered agent listed on the Biennial Report is correct.
- If the registered agent or address needs updated, you can file a Statement of Change of Registered Office or Agent in Fast Track.

A few clarifications:

- Bishop R. Walker Nickless should be listed as president and your pastor or administrator, as applicable, as secretary/treasurer. You do NOT need to list your directors.
- The question asking if the corporation has members should be answered “No”.
- Answer the question asking if an interest is held in agricultural land in Iowa accordingly. If your location has land, you will receive a request to complete an agricultural biennial report.

Please Note: If your entity has closed or went to a church building or a secondary church you do not need to complete this form. You might notice when you go to the website a fee is listed for filing, this does not apply to Non-Profits. It is FREE to file.

The state will email you confirming that you filed the Biennial Report. Please forward this to Linda Topf at lindat@scdiocese.org so we can confirm completion for your location.

Please contact Linda (712-233-7593) or lindat@scdiocese.org or Julie (712-233-7515) or juliem@scdiocese.org with questions. Thank you for your prompt handling of your location's 2021 Biennial Report.