

NONPROFIT SUPPORT SERVICES

REGISTERED AGENT SERVICE

& ANNUAL RETAINER

Nonprofit Support Services exclusively represents nonprofit organizations, and we serve as the official Registered Agent for over 400 nonprofit clients. As your organization's Registered Agent, our staff is available to answer questions about your corporation's status, reporting requirements, bookkeeping procedures and other issues. We will prepare and submit your annual report with the Oregon Corporation Division and are available as an information resource for other state and federal filing requirements including the Oregon Department of Justice form CT-12 and the IRS form 990. The Annual Law Firm Retainer and fee for our services as your Registered Agent is \$125 per year. For this single annual retainer fee we will provide the following valuable services throughout the year:

1. *AVAILABILITY TO SERVE AS YOUR ORGANIZATION'S LAW FIRM.*

Our staff is available to answer, without charge, any questions you have regarding your corporation's reporting requirements and filing deadlines, to provide current state and federal forms, to answer questions regarding your corporate status and important documents and to look up information in the files that we maintain for your organization. There is no charge for these kinds of assistance from our staff, as they are covered by the annual law firm retainer fee. David Atkin, our attorney specializing in Nonprofit Law is available to provide legal advice and guidance when you need it at an hourly fee.

2. *REGISTERED AGENT SERVICES.*

The law requires that every nonprofit corporation have a physical office as its Registered Address and a Registered Agent, to receive personal delivery of a variety of legal notices, legal documents, papers for lawsuits and service of "legal process." As your Registered Agent we provide a stable and consistent address to receive the personal delivery of legal documents on behalf of your organization.

3. *OREGON CORPORATION DIVISION ANNUAL REPORTS.*

We provide a stable address for receipt of your Annual Report notice from the Oregon State Corporation Division. This Annual Report and fee must be filed each year to avoid involuntary dissolution by the Secretary of State. We will receive and track this report, contact your organization for any necessary updates, and ensure that the Report and payment is submitted on time. You never have to worry whether your organization failed to file the annual corporate report because someone forgot about it, or because it was delivered to an old address. This is a distinct advantage to many organizations because it provides a stable and consistent address rather than a series of rotating addresses

that may change with the election of new officers. Often officers move or for some other reason fail to respond to notices. If this happens the Corporation Division will administratively dissolve the organization. This can adversely affect an organization in the process of applying for grants or soliciting donations, and if it is tax exempt, its status may be jeopardized. We also check back with the Corporation Division to confirm that the Annual Report was received and filed properly.

4. *PROCESSING OF LAWSUITS AND OTHER LEGAL DOCUMENTS.*

When we accept delivery of documents, lawsuits and notices we will ensure that a responsible representative is made aware of and receives all legal documents in a timely fashion. Our staff will personally call your representative to inform you that a lawsuit, legal notice, or document has been received and mailed to you, and will confirm your mailing address. Later, our staff will follow-up with another phone call to confirm that your organizational representative has received the lawsuit, notice or other document, and to see if you have any questions about how to respond to it.

5. *MAINTAINING AND UPDATING YOUR ORGANIZATION'S FILES.*

We encourage your organization to send copies of all Corporation Division, Department of Justice and Internal Revenue Service reports to our office. This will give your organization an alternate location to keep and maintain an additional set of the important reports that your organization files annually with relevant state agencies and the IRS. This will also ensure that all reports and documents which you are required to make available to the public will always be accessible to your organization should you be required to produce them.

6. *FORWARDING OF OTHER IMPORTANT DOCUMENTS.*

From time to time, we receive other important correspondence and notices that we will forward to a representative of your organization.