

ADDENDUM A

ARTICLES OF INCORPORATION

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

**INSTRUCTIONS FOR NOT FOR PROFIT ARTICLES OF
INCORPORATION**

The following are instructions, a cover letter and sample articles of incorporation pursuant to Chapter 617, Florida Statutes (F.S.)

NOTE: THE ONLINE FILING FORM IS A BASIC FORM MEETING MINIMAL REQUIREMENTS FOR FILING ARTICLES OF INCORPORATION. IN ORDER TO BE APPROVED FOR TAX-EXEMPT STATUS FROM THE IRS, PLEASE USE THE ATTACHED SAMPLE ARTICLES.

The Division of Corporations strongly recommends that corporate documents be reviewed by your legal counsel. The Division is a filing agency and as such does not render any legal, accounting, or tax advice.

If you intend to apply for IRS federal tax exemption as a charitable organization, your articles of incorporation must contain a required purposed clause and a dissolution of assets provision. Valuable information on 501 (c) (3) qualification is on the IRS website, www.irs.gov. It includes sample articles of incorporation. Click the “charities and Nonprofits” link and then the [Life Cycle of a Public Charity](#) link.

The “incorporator” is the person who prepares and signs the Articles of Incorporation and then submits them for filing to the Division of Corporations. The function of the incorporator usually ends after the corporation is filed.

Important Information About the Requirement to File an Annual Report

All Florida Not- For-Profit Corporations must file an Annual Report yearly to maintain “active” status. The first report is due in the year following formation. The report must be filed electronically online between January 1st and May 1st. The fee for the annual report is \$61.25. “Annual Report Reminder Notices” are sent to the e-mail address you provide us when you submit this document for filing. To file any time after January 1st, go to our website at www.sunbiz.org.

The fee for filing a not for profit corporation is:

Filing Fee \$35.00

Designation of Registered Agent \$35.00

Certified Copy (optional) \$8.75 (plus \$1 per page for each page over 8, not to exceed a maximum of \$52.50).

Certificate of Status (optional) \$8.75

(Make checks payable to Department of State)

Mailing Address:

Department of State
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314 2661
(850) 245-6052

Street Address:

Department of State
Division of Corporations
Clifton Building
Executive Center Circle
Tallahassee, FL 32301
(850) 245-6052

COVER LETTER

Department of State
Division of Corporations
P. O. Box 6327
Tallahassee, FL 32314

SUBJECT: (PROPOSED CORPORATE NAME – MUST INCLUDE SUFFIX, “INC.”)

Enclosed is an original and one (1) copy of the Articles of Incorporation and a check for :

\$70.00	\$78.75	\$78.75	\$87.50
Filing Fee	Filing Fee & Certificate of Status	Filing Fee & Certified Copy	Filing Fee, Certified Copy & Certificate
ADDITIONAL COPY REQUIRED			

FROM:

Name (Printed or typed)
Address
City, State & Zip
Daytime Telephone number
E-mail address: (to be used for future annual report notification)

NOTE: Please provide the original and one copy of the articles.

Articles of Corporation

Corporate Name, Inc.

Articles of Corporation of the undersigned, a majority of whom are citizens of the United States, desiring to form a Non-Profit Corporation under the Non-Profit Corporation Law of Florida, do hereby certify:

First: The name of the Corporation shall be Corporate Name, Inc..

Second: The place in this state where the principal office of the Corporation is to be located is the City of _____, _____ County.

Third: The Corporate Name, Inc. is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under §501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The Corporation is organized to coordinate the efforts of Narcotics Anonymous Groups in the _____ Area in carrying the message of Narcotics Anonymous. The Corporate Name, Inc. will carry the message of Narcotics Anonymous by providing community public information services, telephone contact lines, various educational events and panel presentations to addicts in treatment centers and jails.

Fourth: The names and addresses of the persons who are the initial directors of the Corporation are as follows:

Name :

Name:

Name:

Name:

Name:

Name:

Name:

Fifth: No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not

permitted to be carried on (a) by a Corporation exempt from federal income tax under §501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an Corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Sixth: Upon the dissolution of the Corporation, assets shall be distributed in accordance to the fund flow structure of Narcotics Anonymous or for one or more exempt purposes within the meaning of §501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Seventh: The name and **Florida street address** (P.O. Box **NOT** acceptable) of the initial Registered Agent. *The Registered Agent **must sign in the space provided and type or print his/her name below signature accepting the designation as Registered Agent.***

Eighth: The name and address of the Incorporator. *The Incorporator **must sign in the space provided and type or print his/her name below signature.***

In witness whereof, we have hereunto subscribed our names this ____ day of _____, 20__.

Incorporator

Registered Agent
