

**State of Maryland Department of Assessments and Taxation  
ARTICLES OF INCORPORATION FOR A NONSTOCK CORPORATION**

**FIRST:** The Undersigned \_\_\_\_\_ whose address is \_\_\_\_\_ being at least eighteen years of age, do(es) hereby form a corporation under the laws of the State of Maryland.

**SECOND:** The name of the corporation is \_\_\_\_\_

**THIRD:** The purpose(s) for which the corporation is formed is/are as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOURTH:** The street address of the principal office of the corporation in Maryland is \_\_\_\_\_

**FIFTH:** The name of the resident agent of the corporation in Maryland is \_\_\_\_\_

whose address is \_\_\_\_\_

**SIXTH:** The corporation has no authority to issue capital stock.

**SEVENTH:** The number of directors of the corporation shall be \_\_\_\_\_ which number may be increased or decreased pursuant to the bylaws of the corporation. The name(s) of the director(s) who shall act until the first meeting or until their successors are duly chosen and qualified is/are \_\_\_\_\_

**EIGHTH:** IN WITNESS WHEREOF, I have signed these articles and acknowledge the same to be my act.

Signature(s) of Incorporator(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NINTH:** I hereby consent to my designation in this document as resident agent for this corporation.

Signature of Resident Agent listed in FIFTH:  
\_\_\_\_\_

**Filing party's return address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **GUIDELINES FOR DRAFTING ARTICLES OF INCORPORATION FOR A "NONSTOCK" CORPORATION**

This type of corporation would be most appropriate for one or more individuals engaged in a nonprofit enterprise.

The guide is to be used with the Articles of Incorporation for a Nonstock Corporation. Each item describes how to fill a blank in the sample. The sample is the minimum necessary to incorporate. If you wish to expand on any item consult with your lawyer, accountant or financial advisor. Legal questions of a general nature cannot be answered by the staff of this Department.

You may fill in the blanks on the sample and submit it as your Articles of Incorporation. All items must be typed. Forms filled in by hand will not be accepted.

**FIRST:** Insert the name and address of the individuals who are incorporating. One or more individuals can act as incorporators. The only requirement is that they be at least 18 years old. The address should be one where mail can be received. It can be anywhere, even a foreign country.

**SECOND:** Insert the corporate name. The corporate name must contain "Corporation", "Incorporated", "Limited", "Inc.", "Corp.", or "Ltd." The name must be distinguishable from all other entities on record in Maryland. You may call 767-1330 for a non-binding check for name availability. Acceptance of a name guarantees only that the corporation will have that name. It does not mean you cannot be sued for trade name or trademark infringement. For more information on this consult your attorney.

**THIRD:** Give a one or two sentence description of the business of the corporation.

**FOURTH:** Insert the address of the principal place of business. It must be a specific address in Maryland and must include street, city and zip code. It cannot be a post office box.

**FIFTH:** This is the name and address of an agent designated to accept service of process if the corporation is summoned to court for any reason. The agent must be either an adult citizen of Maryland or another existing Maryland corporation. The address must include the street, city and zip code. The address must be in Maryland and cannot be a post office box. A corporation cannot act as its own resident agent. That person must also sign below.

**SIXTH:** None

**SEVENTH:** Insert the name of at least one adult. This individual does not have to be a resident of Maryland.

**EIGHTH:** Insert any provisions you desire. If you intend to obtain tax exempt status this would be the appropriate place for language required by the Internal Revenue Service. If more space is required, put "See Attached" and attach any additional pages to the back of the document.

**SIGNATURE(S) OF INCORPORATOR(S):** Have all the individuals named in FIRST sign here. It must be the original (no xerox, stamp or carbon) signatures of all the people listed in First and no one else may sign here. No witness or notary is required.

**SIGNATURE OF RESIDENT AGENT:** The person listed as resident agent in Fifth must sign here.

**RETURN TO:** State where the receipt, certified copies, certificates of status and the original articles are to be sent.

**FEES:** The fee to file Articles of Incorporation is \$100.00 plus a \$20.00 organization and capitalization fee for a total of \$120.00, however if this corporation will seek tax-exempt status under Sections 501(c)(3), (4), or (6) of the IRS Code, an additional \$50.00 will be charged for the Maryland Not-For-Profit Development Center Program Fund, making the total \$170.00. This fee is to be paid when the document is submitted to the Department.

**NOTES:** *Due to the fact that the laws governing the formation and operation of business entities and the effectiveness of a UCC Financing Statement involve more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff cannot offer business counseling or legal advice.*

*Regarding annual documents to be filed with the Department of Assessments & Taxation: All domestic and foreign legal entities must submit a Personal Property Return to the Department. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland.*

## **FILING INSTRUCTIONS**

### To file online:

1. Create an account with Maryland Business Express using the following link:  
<https://egov.maryland.gov/businessexpress>
2. Follow the instructions for filing on the Maryland Business Express portal.

### To file by mail:

1. Mail your filing, check or money order to:  
State Department of Assessments and Taxation Charter Division  
700 East Pratt Street, Suite 2700  
Baltimore, Maryland 21202
2. Checks or money orders should be made payable to the State Department of Assessments and Taxation or SDAT.

### To file by hand-delivery in drop boxes:

1. Regular Filing. A filing may be hand-delivered to the drop boxes that SDAT maintains in the building lobby at 700 East Pratt Street, Baltimore, MD 21202.
2. Same-day Filing. A same-day expedited filing may be hand-delivered to the appropriate drop box in the building lobby at 700 East Pratt Street, Baltimore, MD 21202. Please check the SDAT website using the following link for additional instructions about same-day service: <https://dat.maryland.gov/businesses/Pages/default.aspx>

### How long will it take to process my documents?

1. Base Filing Fee. Standard non-expedited review is 6 to 8 weeks.
2. Expedited review. An additional \$50.00 is required for expedited review within 7 to 10 business days.
3. Same-day review Same-day expedited service requires an additional \$325 fee when filed online or \$425 fee for documents delivered to our office.