

Mail to:
Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
207 North Office Building
Harrisburg, PA 17120
See dos.pa.gov/charities for more information

Non-Renewal of Charitable Organization Registration Statement

BCO-2 (rev. 3/2018)

Fee: None

Read all instructions prior to completing form.

FEIN: _____ - _____

Certificate number: _____

Name of organization as registered with Bureau: _____

Principal address of organization:

Phone number: _____
Contact person: _____
Contact's e-mail: _____
Website: _____

Check if this is name or address change and give previous name or address:

This non-renewal is for the fiscal year that ends or ended: _____ / _____ / _____
MM DD YYYY

Reason(s) for non-renewal (*check and complete all that apply*):

<input type="checkbox"/>	Received gross national contributions of \$25,000 or less in the fiscal year indicated above and did not compensate any person who conducts solicitations
<input type="checkbox"/>	Dissolved on _____ / _____ / _____ (attach documentation of dissolution) MM DD YYYY
<input type="checkbox"/>	Ceased solicitation activities in the Commonwealth on _____ / _____ / _____ MM DD YYYY
Note: A charitable organization is required to renew its registration for each fiscal year the organization was engaged in solicitation activities in Pennsylvania and is not otherwise exempt or excluded from registration. If the date solicitation activities ceased in the Commonwealth occurred <i>during</i> the fiscal year indicated above (for which the non-renewal is sought), then a renewal registration is required and this form may not be filed.	

Company name and address of individual completing this form (if different than charity information above):

I certify that the information provided is true and correct to the best of my knowledge, information and belief. I understand that the falsification of any statement or document made is subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities) and 10 P.S. §162.17 (relating to administrative enforcement and penalties).

Signature of Authorized Individual

Date

Type or print name and title of Authorized Individual

Phone number of signatory

Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
207 North Office Building
Harrisburg, PA 17120
Phone: (717) 783-1720 or 1-800-732-0999 (within PA)
Web site: dos.pa.gov/charities

Instructions for Non-Renewal of Charitable Registration Statement

BCO-2 Instructions (rev. 3/2018)

Who should file this form: Only a charitable organization that has previously filed a registration with the Department of State may file this form. If a charitable organization is registered but is no longer subject to the registration requirements of the Pennsylvania Solicitation of Funds for Charitable Purposes Act, 10 P. S. §162.1 et seq. (“Act”), it may notify the Bureau of its non-renewal by filing this form.

Charitable organizations that are seeking recognition of exclusion or exemption from registration under the Act should file a BCO-9 (Request for Approval of Exemption/Exclusion). Supporting documentation must be provided. For additional information on why an organization might be excluded or exempted from registration, please refer to the Bureau’s Exemptions and Exclusions Chart at dos.pa.gov/charities.

General: The form may be typed and printed using the fillable .pdf version available at dos.pa.gov/charities. If handwritten, please use black ink.

It is recommended that all questions are answered, even if the answer to certain questions is N/A. Leaving questions blank could delay the review process.

This form and all accompanying documents should be mailed to the address state above.

There is no fee for this filing.

Examples of common reasons for non-renewal of registration: A common reason for filing the BCO-2 is that a previously-registered charitable organization solicited and received gross national contributions of \$25,000 or less in a fiscal year and did not compensate any person who conducts solicitations. Charitable organizations which subsequently receive more than \$25,000 in contributions must file the appropriate registration statement within 30 days after the contributions are received. If an organization that has solicited and received \$25,000 or less in its immediately preceding fiscal year end, has solicited and received in excess of \$25,000 in its present fiscal year, then it should not complete and file a BCO-2 for this immediately preceding fiscal year. The reason for this is that exceeding \$25,000 requires registration and the appropriate registration statement required by the Act is to be for the organization’s immediate preceding fiscal year end.

Another reason for filing the BCO-2 is that a previously-registered charitable organization dissolved. If that is the case, attach documentation of dissolution, such as Articles of Dissolution.

A third reason for filing the BCO-2 is that a previously-registered charitable organization ceased soliciting in Pennsylvania. If that is the case, provide the date that solicitation in Pennsylvania ceased.

Non-renewal vs. voluntary registration: Charitable organizations which are no longer required by law to register under the Act may also continue to register voluntarily using the BCO-10 (Charitable Organization Registration Statement). A charitable organization which is not compensating any person who conducts solicitations and has gross annual contributions which vary being above and below the \$25,000 registration threshold may wish to consider maintaining its registration voluntarily by filing the BCO-10 (and not filing this BCO-2 when annual contributions are less than \$25,000). All exemptions from registration are applicable only as long as the organization continues to meet the exemption. Once a charitable organization receives more than \$25,000 in contributions during a given fiscal year, then this exemption is no longer applicable and a registration statement must be filed within 30 days after the contributions in excess of \$25,000 are received. Maintaining a voluntary registration where contributions fluctuate around \$25,000 will assist the charitable organization in maintaining compliance with the Act and help the charity not to incur mandatory late filing fees if a registration is not timely filed within 30 days of contributions exceeding the \$25,000 threshold.