



DIOCESE OF SIOUX CITY

Office of Parish Accounting

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****IMPORTANT – ACTION REQUIRED****

Date: January 10, 2025
To: Pastors, Bookkeepers, Business Managers, School Administrators
From: Deb Conley
CC: Royce Ranniger
Re: **2025 BIENNIAL NON-PROFIT REPORT FILE ON-LINE BY MARCH 31, 2025**

The Iowa Secretary of State started emailing a request to file the 2025 Biennial Report. Iowa law requires this report to be completed on-line by March 31, 2025. **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. Instructions for filing will be included in the email you receive from the Secretary of State.

The request will be sent to the email address your location has on file with the State. (The email is sent from business.filings@sos.iowa.gov . You may need to check your quarantined email for this notice.) **If you don't receive a request from the State by January 17th either by e-mail or mail, filing the report is still required, please go to the website <https://filings.sos.iowa.gov>.**

Welcome to Fast Track Filing

Filing a biennial report and do not want to create an account?

Click on to file biennial report (**no account required**)

Enter your business number (included in the email) and Click Search

After you enter your number click "Search"

Your biennial report will open to be reviewed and completed

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 are correct.
- If the registered agent or address needs updated, you must file a Statement of Change of Registered Agent or Office.
- You will be able to review your report before filing for accuracy on the review screen.
- Information must be current as of the date of execution of the report.

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.
- For parishes that civilly merged on July 1, 2024, you may receive emails for filing the biennial report for the former parishes. You can disregard those and only file for the new parish corporation.
- 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 contact me (712-233-7515) or debrac@scdiocese.org with questions. Thank you for your prompt handling of your location's 2025 Biennial Report.