



## Steps of Incorporation

1. In order for us to prepare the documents for incorporation, please complete the following questionnaire. Return the questionnaire to us. We will prepare and return the final document to you.
2. Make two copies of the Articles of Incorporation. Have the incorporators sign the documents.
3. Submit to the Secretary of State's office (Arkansas Secretary of State, Business and Commercial Services, Victory Building, 1401 West Capitol Avenue, Suite 250, Little Rock, AR 72201) the original and one copy of the Articles of Incorporation and a \$50.00 check made payable to the Secretary of State.
4. If the Secretary of State's office finds all requirements have been met, a Certificate of Incorporation will be issued.

**Please note that under state law all nonprofit corporations must have bylaws in which provisions for the regulation and management of the affairs of the corporation are set out.**

## INCORPORATION QUESTIONNAIRE

Please provide the information requested below:

1. Name of church / association \_\_\_\_\_

2. Town in which the church/association is located, if inside incorporated limits; if not, county in which church is located: \_\_\_\_\_

3. Street Address for church/association (including city, state, zip): \_\_\_\_\_  
\_\_\_\_\_

4. Church's/Association's registered agent (can be any member or executive board member; serves to receive notice for the church/association when legal notice is required; no special duties or requirements and extra liability): \_\_\_\_\_

5. Name and address of each incorporator:

_____	_____
	_____
	_____
_____	_____
	_____
	_____
_____	_____
	_____
	_____

6. County in which document notarized: \_\_\_\_\_

If you have questions regarding the requested information or any of the steps required, call the Arkansas Baptist Foundation at (501)376-4791 or email us at [info@abf.org](mailto:info@abf.org).