

5a. Change of registered office address. Complete only if there has been a change of registered office address since the Annual Report filed in this same calendar year. Complete only part (a) OR (b) below – not both:

(a) The registered office address of this association in this Commonwealth is changed to:

Number and street	City	State	Zip	County
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(b) The commercial registered office provider and county of venue is changed to:

c/o: _____

Name of Commercial Registered Office Provider	County
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Principal Office Address Change

6. The current address of the association’s principal office as on file with the Department of State is:

Number and street	City	State	Zip	County
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6a. Change of principal office. Complete only if there has been a change of principal office address since the Annual Report filed in this same calendar year.

Number and street	City	State	Zip	County
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Governor change

7. Governor(s). Complete only if there has been a change in governors since the Annual Report filed in this same calendar year. Governors that were named in Annual Report filed in this same calendar year that are not specified below will remain on the records of the Department. The name of least one governor is required to be on the records of the Department at all times.

The following governors are ADDED:

Name

The following governors are REMOVED:

Name

Additional names of governors that are ADDED or REMOVED may be attached.

Principal Officer Change

8. Principal officers. Complete only if there has been a change in principal officers, as determined by the association's governors, since the Annual Report filed in this same calendar year. The names and titles of principal officers that were contained in the Annual Report filed in this same calendar year that are not specified below will remain on the records of the Department. If there is a change in title only, please use both sections below to add the existing name with the new title and delete the existing name with the former title.

The following principal officers are ADDED:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following principal officers are REMOVED:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Additional names of principal officers to be ADDED or REMOVED may be attached.

IN TESTIMONY WHEREOF, the undersigned association has caused this Annual Report Update (Change in Information) to be signed by a duly authorized representative on this _____ day of _____, 20_____.

Name of Association

Signature

Title

**Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
P.O. Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057
Web site: www.dos.pa.gov/corps**

General Information

This form may be submitted online at file.dos.pa.gov. If submitting on paper, typewritten is preferred. If handwritten, the form must be legible and completed in black or blue-black ink in order to permit reproduction. There is no fee to file an Annual Report Update (Change in Information).

This form and payment may be mailed to the address stated above. **NOTE: This form will be processed automatically if submitted online at file.dos.pa.gov.** Paper forms will not be expedited.

The information in an annual report may be changed by delivering to the Department an annual report update, which includes a statement that the report contains a change in the information previously included in the annual report for that same year. There is no fee to change or update the information in an annual report.

Who should file this form?

An association may update or change information previously included in an annual report until the end of that annual reporting year. In order to use this form, an association has already made an annual report in the same calendar year.

The annual report information that may be updated using this form is limited to

- (1) Registered office address (includes Commercial Registered Office Provider)
- (2) Principal office address
- (3) Name of governor(s) or
- (4) Name and/or title of principal officers.

(All of the below are referred to in this form as an “association”)

Domestic business corporations
Domestic nonprofit corporations
Domestic limited liability companies
Domestic limited partnerships (including limited liability limited partnerships)
Domestic limited liability general partnerships
Domestic electing partnerships that are not limited partnerships
Domestic professional associations

Domestic business trusts
Foreign business corporations
Foreign nonprofit corporations
Foreign limited liability companies
Foreign limited partnerships (including limited liability limited partnerships)
Foreign limited liability general partnerships
Foreign professional associations
Foreign business trusts

Applicable Law

See 15 Pa.C.S. § 146 for general information on annual reports. Statutes are available on the Pennsylvania General Assembly website, www.legis.state.pa.us, by following the link for Statutes.

Form Instructions

Enter the name and mailing address to which any correspondence regarding this filing should be sent. This field must be completed for the Bureau to return the filing. If the paper filing is to be returned by email, an email address must be provided. Any email or mailing addresses provided on this form will become part of the filed document and therefore public record.

1. Association Name. Give the exact name of the association as identified in the records of the Department of State. If the name has been changed but no filing has been made with the Department, an Amendment form must be filed separately to effect this name change on the Department’s records, prior to submission of annual report update. **This field is required.**

2. Entity/file number. The entity/file number of the association issued by the Department can be found on the initial registration filed with the Department or by searching the name at file.dos.pa.gov. **This field is required.**

3. Date of Annual Report. Give the exact date the association’s annual report (Form DSCB:15-146) was filed. **Note:** Annual reports may only be updated in the calendar year they were filed. Thus, the 2026 annual report cannot be updated in calendar year 2027. **This field is required.**

4. Information Being Updated. Check the necessary boxes to indicate what information on the annual report this report intends to update. **DO NOT** check a box if the information specified within is not being updated. **This field is required.**

5. Current Registered Office Address. Enter the registered office as presently identified in the records of the Department of State. This address must be in Pennsylvania. Give one of the following: (a) the registered office address in the Commonwealth, including county or (b) the name of a Commercial Registered Office Provider and the county of venue. **This field is required only if box 1 in field 4 is checked.**

5a. Change of Registered Office Address. Enter the association's new registered office address. This address will replace the address listed in field 4 (the previous address on the association's annual report). This address must be in Pennsylvania. Complete **ONLY** the one that has changed: (a) the registered office address in the Commonwealth, including county (b) or the name of a Commercial Registered Office Provider and the county of venue. Under 15 Pa.C.S. § 135(c) (relating to addresses), an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. **This field is required only if box 1 in field 4 is checked.**

6. Current Principal Office Address. Enter the association's principal office address as presently identified in the records of the Department of State. An association's principal office is where the association performs its primary executive functions, whether or not the office is located within the Commonwealth of Pennsylvania. An actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. This street address may be the same as the registered office address. **This field is required if box 2 in field 4 is checked.**

6a. Change of Principal Office Address. Enter the association's new principal office address. This address will replace the address listed in field 5 (the previous address on the association's annual report). This address is not required to be within the Commonwealth of Pennsylvania. An actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. This street address may be the same as the

registered office address. **This field is required if box 2 in field 4 is checked.**

7. Governor(s). If the association has new governors who were not listed on the annual report, indicate their names in the "ADDED" section. If any governors who were listed on the annual report are no longer serving as such with the association, indicate their names in the "REMOVED" section. Complete both sections if the association has new governors who were not listed on the annual report AND any previously reported governors are no longer serving as such with the association. **This field is required if box 3 in field 4 is checked.**

Note: The name of least one governor is required to be on the records of the Department at all times. A governor is a person (individual or entity) who has authority to exercise the powers of an association and manage the activities and affairs thereof pursuant to the organic law and rules of the association. The term includes:

- A director of a corporation for profit or a shareholder of a statutory close corporation who is deemed to be a director under 15 Pa.C.S. 2332(a) (relating to management by shareholders).
- A director/member of an other body of a corporation not-for-profit.
- A general partner of a limited partnership.
- A general partner of an electing partnership.
- A manager of a manager-managed limited liability company or a member who has the right to participate materially in the management of a member-managed limited liability company.
- A member of the board of governors of a professional association.
- A trustee of a business trust, common law business, or statutory trust.

8. Principal Officers. If the association has new officers who were not listed on the annual report, indicate their names in the "ADDED" section. If any officers who were listed on the annual report are no longer serving as such with the association, indicate their names in the "REMOVED" section. Complete both sections if the association has new officers who were not listed on the annual report AND any previously reported governors are no longer serving as such with the association. **This field is required if box 4 in field 4 is checked.**

Note: An association other than a corporation might not have any principal officers. Officers include President, Secretary, Treasurer and any other such officers as may be authorized by a corporation. See 15 Pa.C.S. § 1732 and § 5732. Other association laws also contemplate officers. See 15 Pa.C.S. § 8896.

Signature and Verification

The Annual Report Update (Change in Information) must be signed by an authorized representative of the association. Signing a document delivered to the Department for filing is an affirmation under the penalties provided in 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) that the facts stated in the document are true in all material respects. This field is required.

FILE ONLINE