Biennial Report Online Filing Tips

1. Contains the preprinted name of the cooperative association, its registered agent and the address of the registered office as they appear on the records of the Secretary of State. **YOU CANNOT MAKE CHANGES IN THIS BOX.** Changes to the registered agent and/or office can be made on the "Statement of Change of Registered Office and/or Registered Agent" fillable form, which must be printed, signed, and delivered to the Office of the Secretary of State, Lucas Building, 1st Floor, Des Moines, Iowa 50319. There is no filing fee for this Change form. Any change of registered agent and/or registered office must be reported immediately.

2. A cooperative association must report the name and address of the President, Secretary and Treasurer. Only one member of the board of directors is required to be reported. If the cooperative association has no officers and/or director(s), mark the appropriate box.

3. Should contain the preprinted names and addresses of the President, Secretary, Treasurer and one Director as they appear on the records of the Secretary of State. If the preprinted information is correct, continue to 4. If any preprinted information is incorrect, note changes as necessary by either deleting the information entirely (click on "No Longer Serving"), or erasing the old information and entering the new information. You are only required to identify one member of the board of directors and the President, Secretary and Treasurer. Do not identify more than four individuals.

4. Type the number of members of the cooperative association.

5. Is in regards to the business done with members.

5a. Type the percentage of the cooperative's business done with or for its own members during each of the fiscal or calendar years of the preceding two year period.
5b. Type the percentage of the cooperative's business done with or for nonmembers for fiscal or calendar year.
5c. If you are reporting your business on a fiscal year basis, state the month and day your fiscal year ends. (example: June 30)

6. Contains the preprinted address of the principal office of the cooperative association. Principal office means the office, in or out of Iowa, where the principal office of the cooperative association is located. If the address of the principal office has changed (or is incomplete or contains no preprinted information), please enter the required information.

7. Contains the state or country under whose law the cooperative association is incorporated.

8. Will be used to determine whether the cooperative association should receive a "Biennial Agricultural Report" from the Secretary of State's Office. State whether the cooperative association holds an interest in agricultural land in Iowa. A cooperative association holds an interest in agricultural land if the cooperative association directly or indirectly owns or leases agricultural land in Iowa.

9. The Biennial Report must be signed by the presiding officer of the board of directors or the president or other officer. If the board of directors has not been selected or the association has not been formed, the Report must be signed by an incorporator. If the association is under the control of a person acting as a fiduciary of the association, the Report must be signed by the fiduciary. The signer must indicate the capacity/title in which the person signs. Enter the name and capacity/title in which the person signs.