

Statutory Foundation Instructions



Wyoming Secretary of State

Herschler Building East, Suite 101 ♦ 122 W 25th Street ♦ Cheyenne, WY 82002-0020

307.777.7311 ♦ Business@wyo.gov

Before Filing Please Note

- Filing fee of \$250.00.** Make check or money order payable to Wyoming Secretary of State.
- Reference the checklist at the bottom of the Articles for a detailed list of the required attachments.
- Pursuant to W.S. 17-30-301, the name must include the words “Statutory Foundation” or its abbreviations “SF”, or “S.F.”.
- Under the circumstances specified in W.S. 17-28-104(e), **an email address is required.**
- Annual reports are due every year** on the first day of the anniversary month of formation. If not paid within 60 days of the due date the entity will be subject to dissolution.
- Please review the form prior to submission. **The Secretary of State’s Office is unable to process incomplete forms.**



You’re Ready to Mail in Your Documents!

- ♦ **Processing time is up to 15 business days** following the date of receipt in our office.
- ♦ Wyoming statutes do not allow for expedited filing at this time. Your filing will be processed in the order it is received.
- ♦ You can visit our website at <http://wyobiz.wyo.gov> to see what day is currently being processed.

Additional Contact Information

- ♦ **Department of Revenue** (Sales and Use Tax Information)
 - Ph. 307.777.5200 OR <https://revenue.state.wy.us/>
- ♦ **Department of Workforce Services** (Workers’ Compensation or Unemployment Insurance)
 - Ph. 307.777.8650 OR <http://www.wyomingworkforce.org/>
- ♦ **Internal Revenue Service** (Tax ID Information)
 - <https://www.irs.gov/Filing>



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For Office Use Only

Foreign Statutory Foundation Articles of Continuance

Pursuant to W.S. 17-30-1101 of the Wyoming Statutory Foundation Act, the undersigned hereby submits the following Articles of Continuance:

1. Name of the foreign statutory foundation:

2. Name it proposes to register and transact business in Wyoming:

(W.S. 17-30-301 requires that the name of a statutory foundation include the words "statutory foundation", or its abbreviations "SF" or "S.F.")

3. Organized under the laws of:

(State or country)

4. Date of organization:

(Date – mm/dd/yyyy)

5. Name and address of the proper officer of the former State or nation:

(This office shall immediately transmit a notice of issuance of a certificate or registration to the proper officer of the jurisdiction from which the foreign foundation has been transferred.)

Recipient:

Office Address:

6. Mailing address:

7. Principal office address:

8. Name and physical address of its registered agent:

*(The registered agent may be an individual resident in Wyoming or a domestic or foreign business entity authorized to transact business in Wyoming. **The registered agent must have a physical address in Wyoming.** If the registered office includes a suite number, it must be included in the registered office address. A Drop Box is not acceptable. A PO Box is acceptable if listed **in addition to a physical address.**)*

Name:

Address:

9. Certification. *(Please check the boxes to complete the required certification.)*

These articles are submitted with knowledge of the requirements set forth in W.S. 17-30-201 and an agreement to conform thereto.

The statutory foundation will abide by the constitution and laws of Wyoming.

I consent on behalf of the business entity to accept electronic service of process at the required email address provided on the form under the circumstances specified in W.S. 17-28-104(e).

Signature: _____
(Shall be executed by a member of the board of directors or any officer authorized on behalf of the foundation.)

Date:
(mm/dd/yyyy)

Print Name:

Contact Person:

Daytime Phone Number:

Email:

(An email address is required. Email(s) provided will receive important reminders, notices and filing evidence.)

REQUIRED ATTACHMENTS TO INCLUDE WITH THE FILING:

A certified copy of its original articles of organization and all amendments currently certified within the last six (6) months by the proper officer of the state or nation of formation.

The completed application must be accompanied by an **original certificate of existence/good standing, dated not more than sixty (60) days prior** to filing in Wyoming, duly authenticated by the Secretary of State or other official having custody of corporate records in the state or country of formation.

A copy of the company resolution authorizing continuance of the statutory foundation into Wyoming.

After the continuation into Wyoming has been completed the entity will be terminated in its former jurisdiction. Evidence will be provided to this office showing that the entity has been terminated. Copies of the termination can be mailed in or emailed to business@wyo.gov.



Consent to Appointment by Registered Agent

I, _____, registered office located at
(name of registered agent)

voluntarily consent to serve

**(registered office physical address, city, state, & zip)*

as the registered agent for
(name of business entity)

I hereby certify that I am in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

Signature: _____
(Shall be executed by the registered agent.)

Date: _____
(mm/dd/yyyy)

Print Name:

Daytime Phone:

Title:

Email:

(An email address is required. Email(s) provided will receive important reminders, notices and filing evidence.)

Registered Agent Mailing Address
(if different than above):

IMPORTANT: If you are an existing registered agent and your existing address on record does not match what is provided on this form, a **Registered Agent Information Update** form is also required.