

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

- One **originally signed** Articles of Continuance and one **originally signed** Consent to Appointment by Registered Agent form must be submitted.
- Reference the checklist at the bottom of the Articles for a detailed list of the required attachments.
- The name must include the words “Statutory Foundation” or its abbreviations “SF”, or “S.F.”.
- Filing fee of \$250.00.** Make check or money order payable to Wyoming Secretary of State.
- Please provide at least one e-mail address in the Articles of Continuance. The provided e-mail address is used *only* to send you a certificate of evidence and annual report reminders.
- 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.



You're Ready to Mail in Your Documents!

- ♦ **Typical processing time is 3-5 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.wy.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/>
- ♦ **Wyoming Business Council** (Licensing or Permit Information)
 - Ph. 307.777.2800 OR <http://www.wyomingbusiness.org/>
- ♦ **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

1. Name of the foreign statutory foundation:

2. Organized under the laws of:

(State or country)

3. Date of organization:

(Date – mm/dd/yyyy)

4. 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:

5. Mailing address:

6. Principal office address:

7. 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:

8. 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.

Signature: _____
(Shall be executed by an organizer / founder.)

Date: _____
(mm/dd/yyyy)

Print Name:

Contact Person:

Daytime Phone Number:

Email:

*(Email provided will receive annual report reminders and filing evidence)
May list multiple email addresses

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 thirty (30) 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: _____

Registered Agent Mailing Address
(if different than above):

***If this is a current registered agent changing their registered address on file, complete the following:**

Previous Registered Office(s):

I hereby certify that:

- After the changes are made, the street address of my registered office and business office will be identical.
- This change affects every entity served by me and I have notified each entity of the registered office change.
- I certify that the above information is correct and 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)