



Business Entity Report Filing

File your report >>

After a business entity has formed or been granted authority to do business in the state of Indiana, it has an ongoing responsibility to file regular business entity reports. These reports must be filed every year by nonprofit organizations and every two years by for-profit businesses. The filings are due during the anniversary month of the organization's formation or the anniversary month when granted authority to do business in the state of Indiana. **As a courtesy the Secretary of State sends a reminder notice of the filing obligation.**

Online Filing

For-profits (Save up to \$10.00 per filing)
\$20.00 for *IN.gov* subscribers or \$22.44 for credit card users

Nonprofits (Save up to \$5.00 per filing)
\$5.00 for *IN.gov* subscribers or \$7.14 for credit card users

1. Look up the name of your business entity.
2. Once the results for your search criteria appear, click on the name of the appropriate entity.
3. The entity information will appear. Scroll down to find a statement indicating whether the entity is past due with Business Entity Reports.
4. Scroll down to the box that says **File a Business Entity Report Online** and click **Go**.
5. Confirm or update the entity's contact information, address, registered agent and address, and officers.
6. Follow the instructions to use your *IN.gov* subscriber account or a Visa or Mastercard debit or credit card.
7. Receive an instant confirmation of your filing, which includes a unique filing number and the date and time of your filing.
8. Print a copy of this filing, along with your confirmation number, for your records.

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Print and Mail

Alternatively, you can use our online system to complete and then print and mail your report to our office with a check for the filing fee made payable to the *Secretary of State*.

This option works best for organizations that do not have access to a credit card. When you use this option, you will pay our standard filing fees of **\$30.00 for for-profits** or **\$10.00 for nonprofit organizations**.



File your report >>

« Business Services Home Page

Link: [INBiz: Your one-stop source for your business.](#)

Chartered Council Work Plan

Due February 1st

The attached Work Plan is intended to help PCA Indiana help your Chartered Council be successful. We tried to keep it simple so you don't have to spend a huge amount of time on it. Each page contains spaces for four months. The cells of the table will expand in case you need more room. I've included three bullets in each space, but if you prefer to not use them just delete them. If you would rather hand write the Work Plan, feel free to print it out and do so.

I also included a sample Work Plan so you can see the sort of items people sometimes include.

Here are some things to remember:

- You don't have to have something on every month. Not all Councils have events or activities 12 months of the year.
- Each month has two sections. The first asks for any activities/meetings you have planned. The second asks if there is any specific assistance you need from PCA Indiana for that month.
- If you know you're planning to do something in a given month but don't have a date yet, go ahead and include it and note "time/date TBA".
- Work Plans are due by **February 1st**. I chose that date for a couple of reasons (and they didn't involve a calendar and a dart board ☺). Part of the Work Plan includes telling us how much prevention education material (brochures, etc.) you will need for April activities. Our staff needs to know this so we can tell the printer what we will need. We don't want to be caught short on materials in March or April when you need them! Secondly, our staff wants to be able to attend as many Council events as possible. Since there are only five of us, we need to plan ahead.

We know that some people like forms because they provide structure. Some people absolutely hate them and froth at the mouth when presented with a form (especially ones from the IRS). If you would rather not use this form, you don't have to. **Seriously.** ☺ If you'd rather send me us email, or mail something you've written on a legal pad, I'm fine with that--*as long as you tell us **what** is happening **when** with your Council in the coming year and what help you think you will need from PCA Indiana.* If you have questions, call or email. The toll free line for Chartered Councils is 800-. Our local number is 317-775-6439.

Thanks for everything you do to make Indiana a safe place for kids and families.

January	February	March	April
<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____
<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in January</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in February</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in March</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in April</p> <ul style="list-style-type: none"> • _____ • _____ • _____

May	June	July	August
<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____
<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in May</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in June</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in July</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in August</p> <ul style="list-style-type: none"> • _____ • _____ • _____

September	October	November	December
<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____
<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in September</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in October</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in November</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in December</p> <ul style="list-style-type: none"> • _____ • _____ • _____

COUNCIL NAME: _____

WORK PLAN PREPARED BY: _____ **DATE:** _____

APRIL MATERIALS ORDER INCLUDED? ____ YES ____ NO

These two FORMS will be mailed or emailed to you after you charter each year.

What PCAIN Brochures do you need for April?

Each council has different needs for the month April. In order to save time, money and resources we thought we would ask you what your council actually needs for the Prevent Child Abuse & Neglect Prevention Month of April.

We are offering you 1000 brochures at no charge. Below is the form for you to order the 1000 free brochures. You get to pick which brochures you want in packages of 50 (a total of 20 packages). If you need more, attached is a separate order form and you only need to pay shipping/handling costs (\$3.00 per package). Please send payment when you order.

PCAIN Brochures	Number of Packages (50 brochures per pkg)
Bullying - English	
Bullying - Spanish	
Help Prevent Child Abuse Indiana - English	
Help Prevent Child Abuse Indiana – Spanish	
Gun Safety & Children – English	
Gun Safety & Children – Spanish	
Home Alone – English	
Home Alone – Spanish	
How Well Do You Know Your Partner? - English	
How Well Do you Know Your Partner? - Spanish	
Internet Safety - English	
Internet Safety - Spanish	
Love With Words	
Safe Haven - English	
Safe Haven - Spanish	
Safe Dating - English	
Safe Dating - Spanish	
Stress Management - English	
Stress Management - Spanish	
Take Good Care Card	
Tips for Tears/Stress - English	
Tips for Tears/Stress - Spanish	
Wait A Minute! - English	
Wait A Minute! - Spanish	
Water Safety - English	
Water Safety - Spanish	
When, What & How To Report - English	
When, What & How to Report - Spanish	
TOTAL PACKAGES (Total up to 20 pkgs)	

Please return these forms by
February 15th to Katherine King.

Scan and email to kking.pcaain@villages.org

You can also mail to:
Prevent Child Abuse Indiana
3833 N. Meridian Street
Indianapolis, IN 46208

SHIP TO:

County: _____

Shipping Address: _____

City/State/Zip: _____

ATTN: _____

MUST BE A BUSINESS ADDRESS
as it costs almost twice as much to send to a
Residential address. Thanks!!

If you need additional brochures, please
fill out form on the back of this page.

ADDITIONAL COUNCIL APRIL MATERIALS REQUEST FORM

You may also order brochures on the PCAIN website at: www.pcaain.org/prevention-resources/

Name: _____
Name of Organization: _____
Business Address: _____
City: _____ **Zip:** _____
Phone: _____ **County:** _____
Email Address: _____

	Item	# Per Pkg	# Packages Ordered	Processing Fee Per Pkg	Total Cost
	Bullying <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Gun Safety & Children <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Help Prevent Child Abuse Indiana <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Home Alone <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	How Well Do You Know Your Partner? <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Internet Safety <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Love With Words <small>(Limit 4 pkgs per month)(Multiple languages)</small>	50	Multi-language	\$3.00	\$
	Safe Haven <small>(Limit 4 pkgs per language per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Safe Dating: A Guide for Parents & Teens <small>(Limit 4 pkgs per language per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Stress Management <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Take Good Care Cards <small>(Limit 4 pkgs per month - English on one side/Spanish on the other)</small>	50	English/Spanish	\$3.00	\$
	Tips for Tears/Tips for Stress Cards <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Wait A Minute! Prevent Shaken Infant Syndrome/Abusive Head Trauma <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	Water Safety <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
	When, What & How To Report <small>(Limit 4 pkgs per language/per month)</small>	50	English _____ Spanish _____	\$3.00	\$
TOTAL					\$

Method of Payment: Credit Card or Check#

Name on Card:		Address for Card:		State:	Zip:
Credit Card #		Exp. Date:		CSV:	

Payment Required at time of Order

Email to kking.pcaain@villages.org

All materials are also available on our website - www.pcaain.org

Updated 10/23

January	February	March	April
<ul style="list-style-type: none"> • Council Meeting • New Board member/Officer Training • April Awareness Committee Meeting • Vigil Planning Meeting • Sponsor Shaken Baby Syndrome Training for High School Students 	<ul style="list-style-type: none"> • Board Meeting • April Awareness Committee Meeting • Vigil Planning Committee 	<ul style="list-style-type: none"> • Council Meeting • Prepare for April events • April Awareness Committee Meeting • Vigil planning Meeting 	<ul style="list-style-type: none"> • Blue Ribbon Campaign • Candlelight Vigil April 15, 7 p.m. • Pinwheel display on courthouse lawn • Literature distribution • Council Meeting
<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in January</p> <ul style="list-style-type: none"> • Prevent Child Abuse Indiana staff needed to help facilitate Council planning retreat • Prevent Child Abuse Indiana Prevention Educator needed for Shaken Infant Syndrome Presentations 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in February</p>	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in March</p> <ul style="list-style-type: none"> • Media Training for April events 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in April</p> <ul style="list-style-type: none"> • Would like Prevent Child Abuse Indiana staff to attend April Celebration on April 15 at 7 p.m.

May	June	July	August
<ul style="list-style-type: none"> • Council Meeting 	<ul style="list-style-type: none"> • Family Fun Festival (literature distribution) on June 9 • Create brochure for free/low cost family activities available in the County • Submit article to newspaper: "Tips for traveling with your Children" 	<ul style="list-style-type: none"> • Council Meeting • Fourth of July Parade (distribute literature) 	<ul style="list-style-type: none"> • Board meeting • County Fair (literature distribution) August 10-14 • Organize "Back to School" supply drive for children
<p>Assistance needed from Prevent Child Abuse Indiana in May</p> <ul style="list-style-type: none"> • Need speaker from Prevent Child Abuse Indiana to update Council on Legislative issues 	<p>Assistance needed from Prevent Child Abuse Indiana in June</p>	<p>Assistance needed from Prevent Child Abuse Indiana in July</p>	<p>Assistance needed from Prevent Child Abuse Indiana in August</p>

September	October	November	December
<ul style="list-style-type: none"> • Council Meeting 	<ul style="list-style-type: none"> • Board Meeting • Sponsor Community Forum - "Indicators of Child Abuse and Neglect" 	<ul style="list-style-type: none"> • Submit articles to newspaper for dealing with Holiday Stress • Create table tents to be distributed in restaurants titled "Tips for Dealing with Holiday Stress." 	<ul style="list-style-type: none"> • Annual meeting • Election of new officers
<p>Assistance needed from Prevent Child Abuse Indiana in September</p>	<p>Assistance needed from Prevent Child Abuse Indiana in October</p> <ul style="list-style-type: none"> • Guest Speaker from Prevent Child Abuse Indiana 	<p>Assistance needed from Prevent Child Abuse Indiana in November</p>	<p>Assistance needed from Prevent Child Abuse Indiana in December</p> <ul style="list-style-type: none"> • Would like Asst Director of Programs from Prevent Child Abuse Indiana to present at annual meeting