

Form a New Virginia Nonstock Corporation in the Clerk's Information System

Nonstock corporations are usually organized for not-for-profit purposes, such as a tax-exempt, charitable organization or a property owners' organization. They may have members but not owners. This how-to guide will walk you through forming a new Virginia Nonstock Corporation online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

1 Log on to CIS at <https://cis.scc.virginia.gov/>. Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

2 Click **Online Services** on the top left.

3 Under Business Entities, click **Form or Register a Business**.

4 Select **Virginia Entity** and continue.

5 Select **Nonstock Corporation** from the drop-down

6 Review the business entity name information if you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10. Note: Reserving a name is not required.

7 Enter the **Reservation ID** and **Reservation PIN**.

Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** drop-down on your dashboard.

8 Click **Search**.

9 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.

The screenshots illustrate the online process for forming a new Virginia Nonstock Corporation. The first screenshot shows the dashboard with 'Online Services' highlighted. The second screenshot shows the 'Business Entities' section with 'Form or Register a Business' selected. The third screenshot shows the 'CREATING A BUSINESS' page where 'Virginia Entity' is chosen. The fourth screenshot shows the 'Business Entity Type' dropdown set to 'Nonstock Corporation'. The fifth screenshot shows the 'ARTICLES OF INCORPORATION' section with a name check warning. The sixth screenshot shows the 'ENTITY NAME CHECK' form with 'Reservation ID' and 'Reservation PIN' entered. The seventh screenshot shows the 'Entity Name' search results with 'Job Aids, Inc.' displayed. The eighth screenshot shows the 'Update Name' button and the 'Next' button.

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10 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**.

11 Enter an **Entity Name** and click **Check Availability**.
Note: Click the  icon for name requirements.

12 Once the system indicates the name is available and acceptable, click **Next**.

13 If needed, you can review information about forming a nonstock corporation.

14 Enter the **Entity Email Address** and/or **Contact Number**.

15 Choose an **Industry Code** from the **Business Type** drop-down.

Note: Most select "0 - General".

16 Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end.

Note: Most select "Perpetual".

17 Complete the **Member – Director Information** section.

Click **Next**.

18 Indicate if the Registered Agent (RA) will be an Individual or an Entity. If the RA will be an Entity, check the **Entity** radio button.

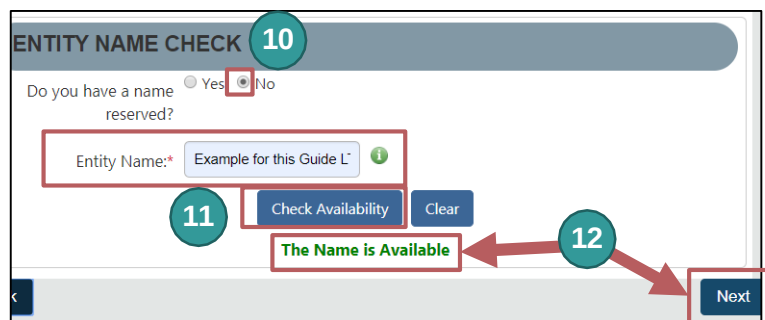
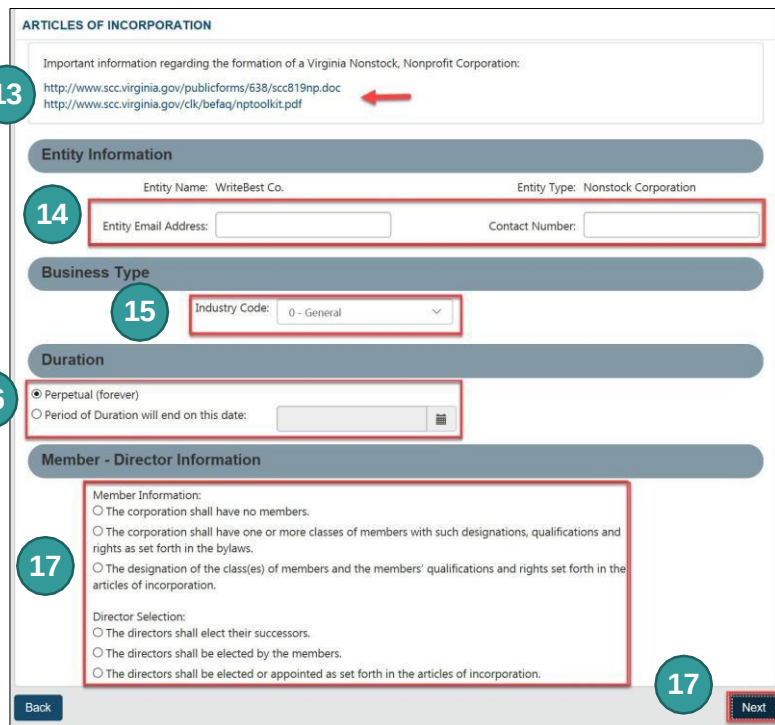
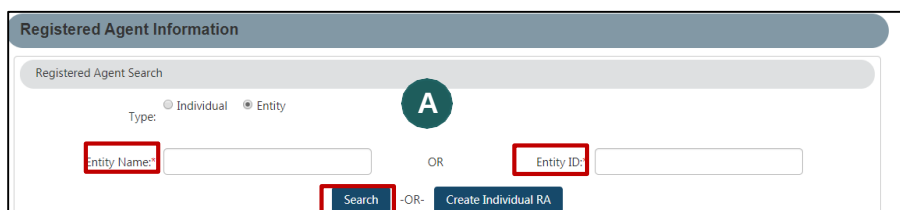
A. Enter the **Entity Name** or **Entity ID** and click **Search**.

 Click the radio button to the left of the desired entity name.

Note: Clicking the green Entity ID will open entity information in a different tab.

C Make sure all fields marked with an asterisk (*) are filled in.

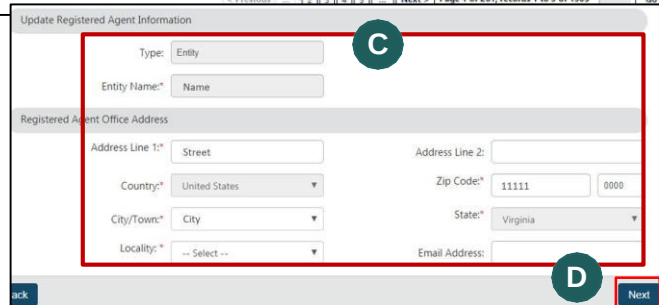
D Click **Next**.

SEARCH RESULTS

Select	Name	Entity ID	Principal Office Address	Status	Email
☒	J	11111111	JSA	Active	
☐	J	11111111	JSA	Active	
☐	J	11111111	USA	Active	
☐	J	11111111	USA	Active	
☐	J	11111111	USA	Active	
☐	P.C.	11111111	USA	Active	

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- 19** If the Registered Agent (RA) will be an Individual, check the **Individual** radio button. You can search for an existing RA or create a new individual RA.

Registered Agent Information

Registered Agent Search

Type: ☒ Individual ☐ Entity

First Name:

Middle Name:

Last Name*:

Suffix: -- Select --

1A Search **-OR-** **2A** Create Individual RA

To search for an existing RA:

- 1A** Enter their **Last Name** and click **Search**.
- 1B** Under **Search Results**, click the radio button next to the desired RA's name.
- 1C** Select the **RA Capacity** from the drop-down menu.
- 1D** Review and confirm all fields marked with an asterisk (*) are filled in.
- 1E** Click **Next**.

Update Registered Agent Information

Select	RA Capacity	Address	Email
☒	J S 3	Crossroads, VIRGINIA CITY, VA, 23968, USA	@yahoo.com

Page 1 of 1, records 1 to 1 of 1

Update Registered Agent Information

RA Capacity*: -- Select --

Type: Individual

First Name*: J Middle Name:

Last Name*: S Suffix: -- Select --

Registered Agent Office Address

Address Line 1*: 3 Crossroads Address Line 2:

Country*: United States Zip Code*: 23968

City/Town*: S State*: Virginia

Locality*: VIRGINIA CITY Email Address: @yahoo.com

1E Next

To create a new Individual RA:

- 2A** Click **Create Individual RA**.
- 2B** In the pop-up window, complete fields marked with an asterisk (*).
- 2C** Click **Done**.
- 2D** Review the **Registered Agent Information** and the **Registered Agent Office Address**.
- 2E** Click **Next**.

Create Registered Agent

RA Capacity*: -- Select --

First Name*:

Last Name*:

Middle Name:

Suffix: -- Select --

Registered Agent Office Address

Address Line 1*:

Address Line 2:

Country*: United States Zip Code*:

City/Town*:

State*: Virginia

Locality*: -- Select -- Email Address:

2C Done Cancel

Principal Office Address

RA Capacity*: Initial Director of the Corporation

Type: Individual

First Name*: Robyn Middle Name:

Last Name*: Piper Suffix: -- Select --

Address

Address Line 1*: 3010 Furman Ln Apt 402 Address Line 2:

Country*: United States Zip Code*: 22306

City/Town*: Alexandria State*: Virginia

Locality*: FAIRFAX Email Address:

2E Next

- 20** As an optional step, enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*).

- 21** Click **Next**.

Principal Office Address

Attention:

Address Line 1*:

Address Line 2:

Country*: United States Zip Code*:

City/Town*:

State*: Virginia

21 Next

Form a New Virginia Nonstock Corporation

- 22 If the RA serves as the Initial Director of the Corporation, check the **Director** radio button.
- 23 Enter the **Principal Information**. Complete all fields marked with an asterisk (*).
- 24 Check the **Same as Principal Office Address** radio button or complete all Principal Office Address fields marked with an asterisk (*).
- 25 Click **Add Principal**.
- 26 Click **OK** in the pop-up box.
- 27 The principal information will populate. Click **Next**.
- 28 **OPTIONAL:** Upload Articles of Incorporation. Check the **The uploaded document will act as the filing image** radio button.

Click **Attach** and select the file you want to upload.

Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

- 29 Click **Next**.
- 30 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

Complete all fields marked with an asterisk (*) in the **Signature Information** section.

Click **Add**.

Principal Information

22 ☒ Director

First Name: Middle Name:

23 Last Name*: Suffix: -- Select --

☐ Same as Principal Office Address

24 Address Line 1*: Address Line 2:

Country*: United States Zip Code*:

City/Town*: State*: Virginia

Email Address:

25 **Add Principal**

Director	Name	Address	Action
Yes	Teresa Hudgins		

26 Principal Saved Successfully

27 **Next**

Upload Attachments

The system will create a filing image based on the information you entered. Alternatively you may upload your own complete document. The upload will result in the document being reviewed by the Clerk's Office prior to filing.

☐ The uploaded document will act as the filing image.

28 **Attach**

29 **Next**

File Name

File name: scc544

Open

Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

30 ☒ Individual ☐ On Behalf of Business Entity

Signature

Signature*: Title*: Incorporator

Printed Name

First Name*: Middle Name:

Last Name*: Suffix: -- Select --

40 **Add**

Entity Information

Entity Name*: Entity Type*: -- Select --

Signature

Signature*: Title*: Incorporator

Printed Name

First Name*: Middle Name:

Last Name*: Suffix: -- Select --

30 **Add**

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- 31 Click **OK** in the pop-up box.
- 32 The signature information will populate. Click **Next**.
- 33 Review each section of the **Articles of Incorporation** and make any edits, as necessary.
- 34 Click **Add To Shopping Cart** on the bottom right.
- 35 Click **Checkout**.
- 36 Click **Go To Payment**.
- 37 In the Confirmation pop up window, click **I Agree**.

Note: You will be taken to a site administered by LexisNexis to complete your payment.

CHECKOUT

Filings				Grand Total: \$75.00
Document Type	Entity Name	Created Date/Time	Fee	
Articles of Incorporation	WriteBest Co.	04/06/2020 04:16 PM	\$75.00	

36 [Go To Payment](#)

REVIEW OF ARTICLES OF INCORPORATION

Entity Information: Entity Name: WriteBest Co., Entity Type: Nonstock Corporation, Entity Email Address: writebest@writebest.com, Contact Number: 404-404-4040

Business Type: Industry Code: 0 - General

Duration: Perpetual (forever)

33 [Edit](#)

32 [Next](#)

SHOPPING CART

Payment Policy: Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Filings				Grand Total: \$75.00
Document Type	Entity Name	Created Date/Time	Fee	Action
Articles of Incorporation	WriteBest Co.	04/06/2020 04:16 PM	\$75.00	Edit

35 [Checkout](#) [Add Another Filing](#)

34 [Add To Shopping Cart](#)

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

37 [I Agree](#) [Close](#)

- 38 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.
- 39 Click **Continue**.
- 40 Check the **Acknowledgement** radio button and click **Pay Now**.
- 41 You will be directed to a confirmation screen.

Note: Do not close the browser window.

Billing Address

Billing First Name: Jane, Billing Last Name: Doe, Billing Zip Code: 23219, Billing Address Line1: 123 Any Street, Billing Address Line2: , Billing City: Richmond, Billing State: VA, Billing Country: United States of America, E-mail: jane.doe@gmail.com, Phone Number: (804) 3749733

Payment Information

Credit Card

Card Number: *****, Expiration Date: 01/2022

Payment Authorization

Total Amount: \$75.00

☒ **Acknowledgement** By checking this box, I am authorizing the payment of bill amount plus the LexisNexis Service Fee.

40 [Pay Now](#)

38

Agency Amount: \$75.00, LexisNexis Service Fee: \$0.00, Total Amount: \$75.00

Billing Address

ADDRESS TYPE: ☒ Domestic (US and Puerto Rico), ☐ Military (APO/FPO), ☐ International (including Canada, Mexico)

Billing First Name*, Billing Last Name*, Billing Zip Code*, Billing Address Line1*, Billing Address Line2*, Billing City*, Billing State* (AL), E-mail*, Confirm E-mail*, Phone Number* (999) 999-9999

Payment Information

PAYMENT TYPE: ☒ Credit Card

Card Number*, Expiration Month*, Expiration Year*, Security Code*

We've provided this sample credit card to assist you in finding the security code.

Captcha*: 4bhc

Enter Captcha

39 [Continue](#)

41 **Submission Successful**

Payment Confirmation Number: 20005024

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Articles of Incorporation	WriteBest Co.	04/06/2020 04:21 PM	\$75.00	Approved

Total Paid: \$75.00

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.