



Memo

Date: January 16, 2024

To: All Pastors, parish business managers, parish bookkeepers

From: Holly Orsagh, director of financial services; Ian Trutt, paralegal;
Office of Finance

Re: Annual Incorporation Filing Assistance

The Georgia Secretary of State's Office sends an annual notice to parishes to register incorporation. Please expect to receive a notice titled **2024 Annual Registration Season Is Here**.

The notice includes instructions to complete the document. There is no need for you to complete the document as **the finance office and chancery will file all parish incorporation documents on your behalf by the filing date of April 1, 2024**. We will also pay the small annual registration fee.

You will likely be contacted by marketing organizations that offer to help you complete this annual registration for a fee. We do not recommend paying for their services. The work is minimal and we are planning to perform this task for you.

If you have any objections or questions concerning this registration process, please contact either Ian Trutt (ITrutt@archatl.com), Holly Orsagh (horsagh@archatl.com) or Brad Wilson (BWilson@archatl.com).

Thank you.