



## SOCIAL WORK PROFESSIONAL FIRM ANNUAL REPORT

### INFORMATION AND INSTRUCTIONS

Minnesota Statutes section 319B provides that every professional firm shall file an annual report on or before January 1<sup>st</sup> of each year with the Board that has jurisdiction over the professional service the firm is authorized to render. Filing fee for an annual report is \$25.00. If any changes have occurred to firm since last filing date enclose the amended documents listed below.

Complete the following steps for the annual report:

- COMPLETE AND NOTARIZE THE FORM.**
- ATTACH DOCUMENTS (only if document(s) amended since last filing date):** Please attach a copy of the firm's 1) Certificate of Authority, 2) Statement of Qualifications, or other organizational documents.
- ENCLOSE FILING FEE:** \$25.00 for annual report. Make check payable to MN Board of Social Work and return with this completed form and documents (only if changes since last filing date) to board office.

**STEP 1: Complete the following information:**

Name of Professional Firm (Specify complete name filed with the Minnesota Secretary of State):	
Mailing Address (street, city, state, zip code):	
MN Business ID #:	Telephone Number with area code:

**STEP 2: List the name, address and Minnesota social work license number for each person in the following positions within the firm with governance authority. (Attach additional sheets if necessary.)**

SHAREHOLDER(S):		
NAME	ADDRESS	LICENSE #

DIRECTOR(S):		
NAME	ADDRESS	LICENSE #

OFFICER(S):		
NAME	ADDRESS	LICENSE #

OWNER OF AN OWNERSHIP INTEREST:		
NAME	ADDRESS	LICENSE #

ANY OTHER POSITION(S) OF GOVERNANCE AUTHORITY WITHN THE FIRM:			
NAME	ADDRESS	TITLE	LICENSE #

**STEP 3: Complete, sign and notarize certification.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I affirm that I am an owner or employee of the professional firm, who is licensed to practice social work in the State of Minnesota. I hereby affirm that the foregoing statements are true and correct to the best of my knowledge. I also affirm that all shareholders, directors, officers, employees, and agents rendering professional services in this state on behalf of the corporation are licensed by this state or otherwise authorized to render such professional service. If there have been amendments to the organizational documents during the last reporting period, the amended documents are attached.

\_\_\_\_\_

Signature and Title of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission Expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.