

Worksheet for Preparation/Filing of NY Certificate of Change

Date: _____

1. Name of Entity: _____

a. Original Name (if previously amended): _____

2. Date of Incorporation / Formation: _____

3. Designate what is being changed:

a. New Address for Service of Process (if applicable):

b. Change of Registered Agent (if applicable):

c. New County Designation (if applicable):

4. Name and Title of Person Authorizing Change:

Prepare and File:	\$ 95.00
Disbursement to Dept. of State (filing)	\$ 55.00
Administrative Handling	\$ 5.00
Total:	\$ 155.00

Contact Name: _____ Email: _____

Firm / Business Name: _____

Phone #: _____ Fax #: _____

Billing/Mailing Address: _____

Address for delivery of Corporate Documents:

Let this letter serve as my authorization to charge Amex/MC/Visa (*Initial Here*) _____

Card #: _____ Expires: _____

IN THE AMOUNT OF: _____

Print Name of Card Holder: _____

Signature of Card Holder: _____

**Please note: This fee is an estimate only. It is possible to incur additional disbursements to complete this order. If so the additional fees will be charged to this credit card.*