

## Worksheet for Preparation/Filing of NY Corporate Amendment

Date: \_\_\_\_\_

1. Name of Entity: \_\_\_\_\_

a. Original Name (if previously amended): \_\_\_\_\_

2. Date of Incorporation: \_\_\_\_\_

3. Amendment(s) to be made: (*Be specific, and specify paragraph number of the item being amended*)

a. Corporate Name changed to: \_\_\_\_\_

Paragraph: \_\_\_\_\_

b. Stock Structure changed to: \_\_\_\_\_

Paragraph: \_\_\_\_\_

c. Purpose changed to: \_\_\_\_\_

Paragraph: \_\_\_\_\_

4. Name and Title of Person Authorizing Amendment:

\_\_\_\_\_

(If ONLY changing County Location and/or Service of Process address is changing, Place order as a Certificate of Change)

Fee to Prepare and File:	\$ 95.00
Disbursement to Dept. of State (filing)	\$ 85.00 (Rush)
Administrative Handling	\$ 5.00
Total:	\$ 185.00
<b>ORDER PARTS TO UPDATE KIT:</b>	_____ (add \$68.87 to total fee above)

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: \_\_\_\_\_