

## Worksheet for Preparation/Filing of NY LLC Amendment

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

1. Name of Entity: \_\_\_\_\_
  - a. Original Name (if previously amended): \_\_\_\_\_
2. Date of Formation: \_\_\_\_\_
3. Amendment(s) to be made: (***Be specific***, and specify paragraph number of the item being amended)
  - a. LLC Name changed to: \_\_\_\_\_  
Paragraph: \_\_\_\_\_
  - b. Management provisions changed to: \_\_\_\_\_  
Paragraph: \_\_\_\_\_
  - c. To amend another provision: \_\_\_\_\_  
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: \_\_\_\_\_