

## Worksheet for Preparation/Filing of NY Not-For-Profit Amendment Worksheet

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

**1. Current Name of Corporation:**

\_\_\_\_\_

a. Original Name (if applicable): \_\_\_\_\_

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

**3. Amendment to be made** (specify paragraph number(s)):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Service of Process Address:**  
\_\_\_\_\_  
\_\_\_\_\_

**5. Name and Title of person Authorizing Amendment:**  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

**6. Not-For-Profit Corporation Type:** Charitable \_\_\_\_\_ or Non-Charitable \_\_\_\_\_

**7. Consents obtained for original incorporation\*:**  
\_\_\_\_\_

Fee to Prepare and File:	\$ 150.00
Disbursement to Dept. of State (filing)	\$ 55.00
Administrative Handling	\$ 5.00
Total:	\$ 210.00*

\*If Consent(s) were required for incorporation, the same consent(s) will be necessary for amendment filing. Additional fees apply (\$125.00 per consent, plus any applicable disbursement to the agency)

**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: \_\_\_\_\_