

**ARIZONA CORPORATION COMMISSION CORPORATIONS DIVISION**

**COVER SHEET**

**USE A SEPARATE COVER SHEET FOR EACH DOCUMENT**

**1. WHAT ARE YOU FILING?**

New Entity     Change to existing entity     Re-submission/Correction

**2. ENTITY NAME:**

**3. CALCULATE YOUR FEES** (copies, certificate of good standing and expedited processing are all optional):

Document filing fee ( <i>fees are listed on the bottom of the form or on the <a href="#">fee schedule</a></i> )	Subtotal:	
Do you want EXPEDITED processing? <input type="checkbox"/> YES <input type="checkbox"/> NO    If YES, add \$35.00	Subtotal:	
<input type="checkbox"/> Corporation certified copies    \$ 5.00 each x    (enter number of copies requested)	Subtotal:	
<input type="checkbox"/> LLC certified copies    \$10.00 each x    (enter number of copies requested)	Subtotal:	
<input type="checkbox"/> Certificate of Good Standing    \$10.00 each x    (enter number of copies requested)	Subtotal:	
<b>TOTAL YOUR AMOUNT OWED</b>	<b>TOTAL AMOUNT DUE:</b>	

**4. PAYMENT METHOD:**

MOD Account #

**Cash** - do not mail cash. Cash may be used only for in-person submittals.

**Checks or money orders** - must be made payable to "Arizona Corporation Commission," with all words spelled out and no abbreviations. Checks must be completely and properly filled out, including the amount sections. UNACCEPTABLE CHECKS include: no imprinted or preprinted name and address of the account holder; no imprinted or preprinted check number; handwritten or stamped names, addresses, or check numbers; temporary checks (new accounts).

**Credit cards** - may be used for in-person submittals, and for online corporation annual reports, online name reservations, or online certificates of good standing. We accept only Visa, MasterCard, and American Express.

**5. REQUIRED - RETURN DELIVERY OPTION** (PLEASE PRINT CLEARLY and select only ONE):

<input type="checkbox"/> Email	Email address:		
<input type="checkbox"/> Pick up	Name:	Phone:	
<input type="checkbox"/> Mail	Name:		
	Address:		
	City:	State:	Zip:
	Phone:		

**DOCUMENTS WILL BE MAILED IF THEY ARE NOT PICKED UP IN A TIMELY MANNER (APPROXIMATELY ONE WEEK)**

<b>FOR ARIZONA CORPORATION COMMISSION USE ONLY</b>	
<b>PICK-UP BY:</b> _____	<b>DATE:</b> _____

View current processing times at: [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations)