

Instructions L020i

LLC Statement of Change of Known Place of Business Address or Statutory Agent

ARIZONA CORPORATION COMMISSION

Corporations Division
1300 West Washington Street
Phoenix, Arizona 85007
www.azcc.gov
(602) 542-3026



General Information

Any LLC may change its Arizona known place of business or statutory agent information by filing a Statement of Change with the Arizona Corporation Commission. A statutory agent may also use this form to change its own address. See A.R.S. §§ 29-605; 29-806 (foreign LLCs). Statutes are available on the Arizona Legislature's website, www.azleg.gov, by following the link for Arizona Revised Statutes.

What must be filed? The LLC (or the statutory agent changing its own address) must submit a Statement of Change that contains all of the information required by the applicable statute. See A.R.S. § 29-605. The Arizona Corporation Commission's form meets the minimum statutory requirements for all limited liability companies. Use of the A.C.C.'s form is not required. Forms are available on the A.C.C. website, www.azcc.gov/Divisions/Corporations.

All addresses are public record. All addresses provided to the Arizona Corporation Commission are public record and are viewable by the public on the A.C.C.'s website, www.azcc.gov/Divisions/Corporations.

Is publication of the Statement of Change required? No.

Filing fee. The filing fee is \$5.00. For expedited processing (read the next paragraph), add \$35.00 to the filing fee. All fees are nonrefundable. See A.R.S. § 29-851.

Processing time. Processing times are posted on our website each Monday at www.azcc.gov/Divisions/Corporations. For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. § 29-851. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. The Arizona Corporation Commission does not currently offer same day or next day service.

Instructions

Number 1. List the exact name of the LLC as shown in the records of the Arizona Corporation Commission, including exact spelling, punctuation, and the LLC identifier such as Limited Liability Company or LLC, etc.

Number 2. A.C.C. file number – list the LLC's file number given to it by the Arizona Corporation Commission. Find the file number on our website at www.azcc.gov/Divisions/Corporations.

Number 3.1. List the Arizona known place of business address currently shown in Arizona Corporation Commission records (before any changes). You can view current information on the A.C.C.'s website, www.azcc.gov/Divisions/Corporations. Number 3.1 must be completed and the information must match A.C.C. records or the document will be rejected.

Number 3.2. If the Arizona known place of business (KPB) address is being changed, list the NEW address in number 3.2. The new KPB must be a street address in Arizona, and it can be the same as the statutory agent's street address. See A.R.S. §§ 29-604 and 29-806 (foreign LLCs). *The address will be viewable by the public on the internet.*

Number 3.3. If the new Arizona known place of business (KPB) address is the same as the current statutory agent's street address and the statutory agent is not being changed, check the "yes" box and continue. If a new statutory agent is being appointed on the Statement of Change form, then check "yes" if the new Arizona KPB address is the same as the new statutory agent's address. If the new Arizona known place of business address is not the same as either the current or new statutory agent's street address, check the "no" box.

Number 4.1. List the name and street address of the LLC's Arizona statutory agent as currently shown in Arizona Corporation Commission records (before any changes). You can view current information on the A.C.C.'s website, www.azcc.gov/Divisions/Corporations.

Number 4.1 must be completed and the information must match A.C.C. records or the document will be rejected.

Number 4.2. If the current Arizona Corporation Commission records show a mailing address for the existing Arizona statutory agent, that mailing address must be listed in number 4.2. You can view current information on the A.C.C.'s website, www.azcc.gov/Divisions/Corporations. This information must match A.C.C. records or the document will be rejected.

Number 4.3. If you are changing the NAME ONLY of the current statutory agent as shown on Arizona Corporation Commission records, then check the box in 4.3 and list the new name. Examples of this situation would be where a law firm that is the current statutory agent changes its name or an existing statutory agent gets married and changes her name. Do not check the box or list a name if an entirely new person is being appointed as statutory agent – in that case, go to number 5.

Number 4.4. If you are changing only the street or mailing address of the current or existing statutory agent that is shown on Arizona Corporation Commission records, check the appropriate box or boxes in number 4.4. Do not check any box in 4.4 if you are appointing an entirely new person as statutory agent – in that case go to number 5. Number 4.4 applies only if the existing statutory agent's street or mailing addresses only are being changed.

Number 4.5. If you checked the "street address" box in number 4.4, provide the NEW street or physical address in number 4.5. If the existing statutory agent is an entity, you can put a name in the "Attention" line and that name will become part of the address. Putting a name in the "Attention" line will NOT change the identity of the statutory agent. Provide a street address for the statutory agent directly underneath the "Attention" line, completing all blanks that are not marked optional. Note that LLCs are

required to maintain a statutory agent at a valid address in the records of the Arizona Corporation Commission at all times, and failure to do so will subject the LLC to being administratively dissolved or revoked. See A.R.S. §§ 29-604, 29-786. Note that official notices from the Arizona Corporation Commission will be mailed to the statutory agent at its street address, unless a statutory agent mailing address is provided, in which case notices will be mailed to the statutory agent mailing address.

Number 4.6. If you checked the “mailing address” box in number 4.4, provide the NEW mailing address in number 4.6. The mailing address can be a P.O. Box or a personal mail box. If the existing statutory agent is an entity, you can put a name in the “Attention” line and that name will become part of the address. Putting a name in the “Attention” line will NOT change the identity of the statutory agent. Provide a mailing address for the statutory agent directly underneath the “Attention” line, completing all blanks that are not marked optional. Note that LLCs are required to maintain a statutory agent at a valid address in the records of the Arizona Corporation Commission at all times, and failure to do so will subject the LLC to being administratively dissolved. See A.R.S. §§ 29-604, 29-786. Note that official notices from the Arizona Corporation Commission will be mailed to the statutory agent at its street address, unless a statutory agent mailing address is provided, in which case notices will be mailed to the statutory agent mailing address.

Number 5. If an entirely new person (an individual or an entity) is being appointed as statutory agent, check the box in number 5, and complete the information in 5.1 and, if applicable, 5.2.

Number 5.1. List the name of the NEW statutory agent – either an individual or entity, not both. If the statutory agent is an entity, you can put the name of a person to whom correspondence will be directed on the “Attention” line directly underneath the statutory agent name line. Putting a name in the “Attention” line will NOT change the identity of the statutory agent. The name in the “Attention” line

simply becomes part of the address. Provide a street address for the statutory agent directly underneath the “Attention” line, completing all blanks that are not marked optional. Note that LLCs are required to maintain a statutory agent at a valid address in the records of the Arizona Corporation Commission at all times, and failure to do so will subject the LLC to being administratively dissolved or revoked. See A.R.S. §§ 29-604, 29-786. Note that official notices from the Arizona Corporation Commission will be mailed to the statutory agent at its street address, unless a statutory agent mailing address is provided, in which case notices will be mailed to the statutory agent mailing address.

Number 5.2. The NEW statutory agent named in number 5.1 can have a separate mailing address, which can be a P.O. Box or a personal mail box. The mailing address must be in Arizona. Complete all address blanks that are not marked optional. Note that LLCs are required to maintain a statutory agent at a valid address in the records of the Arizona Corporation Commission at all times, and failure to do so will subject the LLC to being administratively dissolved or revoked. See A.R.S. §§ 29-604, 29-786, 29-807 (foreign LLCs). Note that official notices from the Arizona Corporation Commission will be mailed to the statutory agent at its street address, unless a statutory agent mailing address is provided, in which case notices will be mailed to the statutory agent mailing address.

Number 5.3. The individual or entity named as the NEW statutory agent must accept the appointment as statutory agent by signing a statement of acceptance. The statutory agent can independently complete and submit form M002, the Statutory Agent Acceptance form, available on our website at this link: <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>, however, it is recommended that the acceptance form be delivered simultaneously with the Statement of Change. If no statutory agent acceptance is in the Arizona Corporation Commission system at the time the Statement of Change is examined, the Statement of Change will be rejected.

Signature and Verification

If the LLC is manager-managed, a manager must sign the Statement of Change. Please note – there is no such thing as a “managing member” in the LLC statutes – the person is either a manager or not.

If the LLC is member-managed, any member can sign the Statement of Change. Please note – there is no such thing as a “managing member” in the LLC statutes – the person is simply a member of a member-managed LLC.

If the statutory agent is changing its own address, the Statement of Change must be signed by that statutory agent.

The document is submitted under penalty of perjury, and the “I accept” box must be checked.

Sign on the line underneath the “I accept” box. Print the name of the individual next to the signature. If completing the form online, type in the name in both fields. Fill in the date. Check the appropriate box underneath the signature line to indicate whether the person signing is a manager of a manager-managed LLC, a member of a member-managed LLC, or the statutory agent. If the member or manager signing the document is an entity, fill in the entity name underneath the appropriate check box.

Submit the document

Cover Sheet. All documents should be submitted with a Cover Sheet. Forms are available on our website at this link: <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

What to submit:

1. Cover Sheet
2. Statement of Change
3. Statutory Agent Acceptance, if a new agent is being appointed
4. Payment.

By Mail. Mail the completed paper document, cover sheet, and payment (see below for payment information) to:
Arizona Corporation Commission
Corporations Division
1300 W. Washington St.
Phoenix, Arizona 85007

In Person. Deliver the completed document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission
Corporations Division
1300 W. Washington St.
Phoenix, Arizona 85007

Payment Methods

Credit card. If submitting the document in person, payment by credit card is acceptable. Credit cards cannot be used if submitting by mail. The Arizona Corporation Commission accepts only Visa, MasterCard, or American Express.

Check. If submitting the document by mail or in person, payment by check is acceptable. Checks 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. Checks that do not have an imprinted or preprinted name and address of the account holder and an imprinted or preprinted check number will not be accepted. Handwritten or stamped names, addresses, or check numbers will not be accepted. For example, we will not accept temporary checks, such as those from a new account. We will accept checks drawn on non-U.S. banks as long as the check states that the funds are payable in U.S. dollars.

Money order. If submitting the document by mail or in person, payment by money order is acceptable.

Cash. If submitting the document in person, cash payments are acceptable. Do not mail cash.

Questions

For questions, contact our Customer Service Call Center at 602-542-3026, or, within Arizona only, 800-345-5819.