

LLC Statement of Change of Principal Address or Statutory Agent

ARIZONA CORPORATION COMMISSION

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



Instructions L020i

General Information

Any LLC may change its Principal Address 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. §§ 29-3116; 29-3118 (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. § 29-3116. 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.ecorp.azcc.gov

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.ecorp.azcc.gov

Is publication of the Statement of Change required? No.

Filing fee. The filing fee is \$5.00. For Expedited processing, add \$35.00. For Two-Hour Service, add \$400.00. For Same Day Service, add \$200.00. For Next Day Service, add \$100.00. For questions, contact our Call Center at 602-542-3026. All fees are nonrefundable. See A.R.S. § 29-3213.

Processing time. Processing times are posted on our website each Monday at www.ecorp.azcc.gov. For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. § 29-3213. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. Same Day/Next Day Service fees, See

Decision No. 77503, December 17, 2019, as amended on January 15, 2020. Docket No. ACC-00000A-19-0213.

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. If you are changing the NAME ONLY of the current statutory agent as shown on Arizona Corporation Commission records, then check the box in 2 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 3.

Number 2.1. 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 2.1. Do not check any box in 2.1 if you are appointing an entirely new person as statutory agent – in that case go to number 3. Number 2.1 applies only if the existing statutory agent's street or mailing addresses only are being changed.

Number 2.2. If you checked the "street address" box in number 2.1, provide the NEW street or physical address in number 2.2. 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. §§ 29-3708, 29-3910. 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 2.3. If you checked the "mailing address" box in number 2.1, provide the NEW mailing address in number 2.3. 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. §§ 29-3708, 29-3910. 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 3. If an entirely new person (an individual or an entity) is being appointed as statutory agent, check the box in number 3, and complete the information in 3.1 and 3.2.

Number 3.1. 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. §§ 29-3708, 29-3910. 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 3.2. The NEW statutory agent named in number 3.1 must 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. §§ 29-3708, 29-3910 (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 3.3. 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: www.ecorp.azcc.gov, 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.

Number 4. If the Principal address is being changed, list the NEW address in number 4. The new principal address can be the same as the statutory agent's address. See A.R.S. §§ 29-3201 and 29-3803 (foreign LLCs). The address will be viewable by the public on the internet.

Signature and Verification

Any authorized person may sign the document under penalty of law. 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.

Fill in the date.

Check the appropriate box underneath the signature line to indicate whether the person signing is an authorized individual or signing on behalf of an entity authorized to sign the document. If the signer 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: www.ecorp.azcc.gov

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 - Examination Section
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 - Examination Section
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 or MasterCard.

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. We will not accept checks drawn on non-U.S. banks.

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 at the Phoenix office ONLY (Tucson does not accept cash). Do not mail cash. NOTE: No bills larger than \$20.00 will be accepted.

Questions

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