



Instructions L021i

General Information

An LLC may change its manager or member addresses by filing a Statement of Change of Manager or Member Addresses with the Arizona Corporation Commission. See A.R.S. § 29-3116.

What must be filed? The Arizona Corporation Commission supplies a form for this purpose, the Statement of Change of Manager or Member Addresses. Use of the A.C.C.'s form is not required.

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. DO NOT provide personal identifying information such as birthdates or social security number.

Is publication 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. Manager addresses. On the left side of the page, for each manager whose information is being changed, list the name and address as currently shown in A.C.C. records, before any changes. For each manager listed, immediately to the right of the current information (on the right side of the page), list the NEW address information for that manager. If the information shown for the manager on the left side of the page does not match exactly the information for that manager as shown on Arizona Corporation Commission records, the document will be rejected. Current information for the LLC can be viewed on the A.C.C.'s website, www.ecorp.azcc.gov

IMPORTANT - if a person is both a manager and a member, you must list all of the information in both the manager and the member sections. Do not write "see below" or "same as below."

Number 3. Member addresses. On the left side of the page, for each member whose information is being changed, list the name and address as currently shown in A.C.C. records, before any changes. For each member listed, immediately to the right of the current information (on the right side of the page), list the NEW address information for that member. If the information shown for the member on the left side of the page does not match exactly the information for that member as shown on Arizona Corporation Commission records, the document will be rejected. Current information for the LLC can be viewed on the A.C.C.'s website, www.ecorp.azcc.gov

IMPORTANT - if a person is both a manager and a member, you must list

all of the information in both the manager and the member sections. Do not write "see above" or "same as above."

Signature and Verification

Any person authorized by the entity can 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 person signing 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 the capacity of the signer.

Submit the document

Cover Sheet. All documents must 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. 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.