

Instructions M004i

General Information

Any pending document may be expedited by completing and submitting the Expedite or Same Day/Next Day Service for Pending Document Request form together with payment of the service fee. A pending document is one that has not yet been examined, meaning it has not yet been approved or rejected by A.C.C. staff.

Filing fee. Must be submitted with form. For Expedited processing, \$35.00. For Two-Hour Service, \$400.00. For Same Day Service, \$200.00. For Next Day Service, \$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 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 entity as it is listed on the document being expedited.

Number 2. A.C.C. file number – if the entity listed in number one is already registered in the records of the A.C.C., list the entity's file number given to it by the Arizona Corporation Commission. Find the file number on our website at ecorp.azcc.gov

Number 3. A.C.C. order number – if you know the order number for the document being expedited, please list it.

Number 4. Give the title or name of the document being expedited. For example, write in "Articles of Incorporation" or "Articles of Amendment."

Number 5. Barcode – if you have the barcode number of the document being expedited, please provide it. The A.C.C. places barcodes on documents in the upper right corner, and the number is directly beneath the barcode.

Number 6. List the date on which the document being expedited was originally submitted to the A.C.C.

Number 7. List the method by which the document being expedited was originally submitted to the A.C.C.

Number 8. Give the name of the individual that originally submitted the document. This would be the person listed at the top of the original Order Form.

Number 9. Select the expedite service you want to use. Only **one** option can be selected.

Signature and Verification

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 signing next to the signature. If completing the form online, type in the name in both fields. Fill in the date.

Submit the document

Cover Sheet. All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: ecorp.azcc.gov

By Mail. Mail the completed paper document, cover sheet, and payment (see below for payment information) to:

Arizona Corporation Commission
Corporations Division
Same Day/Next Day 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
Same Day/Next Day 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.