

Notice of Transfer of Limited Liability Company Name Reservation

ARIZONA CORPORATION COMMISSION

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



Instructions L002i

General Information

An approved limited liability company name reservation that has not expired may be transferred to another individual or entity by filing with the Arizona Corporation Commission a Notice of Transfer of Limited Liability Company Name Reservation. See A.R.S. § 29-3113.

Transfer does not extend time period. Once approved, a name reservation is effective for a nonrenewable period of 120 days from the date on which the Arizona Corporation Commission receives the Application To Reserve Limited Liability Company Name. A transfer of the approved name reservation does not extend that 120 days.

Transfer only within the 120 days. Name reservations are effective for 120 days from the date on which the Arizona Corporation Commission receives the Application To Reserve Limited Liability Company Name. A name reservation that has expired cannot be transferred. A Notice of Transfer can be submitted on or before the expiration date of the name reservation.

Name reservations are not renewable. Name reservations are effective for 120 days and then they expire and cannot be renewed by the person in whose name they are recorded in the records of the Arizona Corporation Commission.

Name reservations can be canceled. See the Notice of Cancellation Of Approved Limited Liability Company Name Reservation form Instructions L003i at www.ecorp.azcc.gov

Filing fee. The filing fee is \$10.00. 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 that was reserved as shown on Arizona Corporation Commission records, including exact spelling, punctuation, and any limited liability company identifier such as LLC or L.L.C., etc.

Number 2. The Owner is the same individual or entity that was listed as the Applicant in the Application To Reserve Limited Liability Company Name. List the name of that individual or entity exactly as it appears in Arizona Corporation Commission records.

Number 3. The Transferee is the individual or entity to whom the name reservation is being transferred. List the name of either an individual or an entity, and give the complete address.

Signature and Verification

The Owner listed in number 2 must sign the Notice Of Transfer Of Limited Liability Company Name Reservation.

The document is submitted under penalty of law, 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. Fill in the date. Check the appropriate box underneath the signature line to indicate whether the person signing is an individual or an entity. The box checked must be consistent with the Owner listed in number 2.

Submit the document

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

What to submit:

1. Cover Sheet
2. Notice of Transfer of LLC Name Reservation
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.