

# Instructions C029i

## Statutory Agent Resignation

### ARIZONA CORPORATION COMMISSION

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



## General Information

A statutory agent of any corporation may resign by delivering to the Arizona Corporation Commission for filing a statement of resignation. See A.R.S. §§ 10-503, 10-3503. Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov), by following the link for Arizona Revised Statutes.

The Statutory Agent Resignation form provided by the Arizona Corporation Commission meets the minimum statutory requirements. Use of the A.C.C.'s form is not required.

**Does the statutory agent have to give the corporation notice?** Yes. The statutory agent must mail notice of the resignation to the corporation at an address that is not the statutory agent's address. See A.R.S. §§ 10-503, 10-3503. Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov), by following the link for Arizona Revised Statutes.

**When is the resignation effective?** The resignation is effective as of the 31st day after the date on which the resignation is received by the Arizona Corporation Commission or upon appointment of a new statutory agent, whichever occurs first. See A.R.S. §§ 10-503, 10-3503. Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov), by following the link for Arizona Revised Statutes.

**What if I want to resign as the statutory agent for more than one corporation?** A separate statutory agent resignation form must be submitted to the Arizona Corporation Commission for each corporation from which the statutory agent wishes to resign.

**Filing fee.** The filing fee is \$10.00. For expedited processing (read the next paragraph), add \$35.00 to the filing fee. All fees are nonrefundable. See A.R.S. §§ 10-122, 10-3122.

**Processing time.** Processing times are posted on the A.C.C. website each Monday at [www.azcc.gov/Divisions/Corporations](http://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. §§ 10-122, 10-3122. 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 corporation as shown in the records of the Arizona Corporation Commission, including exact spelling, punctuation, and any corporate identifier (Inc. or Incorporated, etc.).

**Number 2.** A.C.C. file number – list the corporation's file number given to it by the Arizona Corporation Commission. Find the file number on the A.C.C. website at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 3.** List the exact name of the resigning statutory agent as it appears in the records of the Arizona Corporation Commission. If the name does not match exactly, the document will be rejected.

**Number 4.** Check only one box to indicate whether the known place of business address for the corporation is the same as the resigning statutory agent's street address. If "yes" is checked, complete number 4.1. If "no" is checked, continue with number 5.

**Number 4.1.** If you check "yes" in number 4, you must check one box (yes or no) to indicate whether the known place of business address for the corporation should be discontinued.

**Number 5.** Provide the address to which notice of the resignation was mailed to the corporation (see above under General Information). Complete all address blanks that are not marked optional.

## Signature and Verification

The Statutory Agent Resignation may be signed only by the resigning

statutory agent. If the statutory agent is shown on the records of the Arizona Corporation Commission is an individual, that individual must sign. If the statutory agent shown on the records of the Arizona Corporation Commission is an entity, then an authorized representative of that entity may sign.

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. 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: <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

### What to submit:

1. Cover Sheet
2. Statutory Agent Resignation
3. 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.