

Instructions L021i

LLC Statement of Change of Manager or Member Addresses

ARIZONA CORPORATION COMMISSION

Corporations Division
1300 West Washington Street
Phoenix, Arizona 85007

www.azcc.gov

(602) 542-3026



General Information

An Arizona 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. § 29-605.01. Foreign LLCs may *not* use this form to change manager or member addresses. Foreign LLCs must file Articles of Amendment to Application for Registration. See A.R.S. § 29-805.

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. Foreign LLCs may *not* use this form to change manager or member addresses. Foreign LLCs must file Articles of Amendment to Application for Registration. See A.R.S. § 29-805. Forms are available on the A.C.C. website, www.azcc.gov/Divisions/Corporations.

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.azcc.gov/Divisions/Corporations. 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 (read the next paragraph), add \$35.00 to the filing fee. All fees are nonrefundable. See A.R.S. § 29-851.

Processing time. Processing times are posted on our website each Monday at 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. § 29-851. 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 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. A.C.C. file number – list the LLC's file number given to it by the Arizona Corporation Commission. Find the file number on our website at www.azcc.gov/Divisions/Corporations.

Number 3. 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.azcc.gov/Divisions/Corporations. 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 4. 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.azcc.gov/Divisions/Corporations. 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

If the LLC is manager-managed, a manager must sign the Statement of Change. Please note – there is no such thing as a "managing member" in the LLC statutes – the person is either a manager or not.

If the LLC is member-managed, any member can sign the Statement of Change. Please note – there is no such thing as a "managing member" in the LLC statutes – the person is simply a member of a member-managed LLC.

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. 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
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.