

Instructions M004i

Expedite Pending Document Request

ARIZONA CORPORATION COMMISSION

Corporations Division
1300 West Washington Street
Phoenix, Arizona 85007

www.azcc.gov
(602) 542-3026



General Information

Any pending document may be expedited by completing and submitting the Expedite Pending Document Request form together with payment of the expedite 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.

Fee. The expedite fee of \$35 must be submitted with the request form. The expedite fee is nonrefundable. *See* Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488 (setting the expedite fee); *nonrefundable* - *see* A.R.S. §§ 10-122 (for-profits), 10-3122 (nonprofits), 29-851 (LLCs).

Processing time. Expedited processing typically is 5 business days or less. Processing times are posted on the A.C.C. website each Monday at www.azcc.gov/Divisions/Corporations. The Arizona Corporation Commission does not currently offer same day or next day service.

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 www.azcc.gov/Divisions/Corporations.

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.

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

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.