



## Instructions C015i

### General Information

A corporation may amend its Articles of Incorporation at any time to add or change a required or permitted provision, or to delete a provision that is not required. See A.R.S. § 10-11001, et seq. Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov), by following the link for Arizona Revised Statutes. NOTE – if you are changing only the corporation's address or its statutory agent name or address, then you should submit a Statement of Change (form C016) instead of Articles of Amendment.

**What has to be filed?** In order to amend the Articles of Incorporation, the corporation must deliver to the Arizona Corporation Commission Articles of Amendment that contain the text of the amendment and the other information required by statute. See A.R.S. § 10-11006. The Arizona Corporation Commission does have a form for certain information that must be included in the Articles of Amendment, but the text of the corporation's amendment (the wording of the actual change being made) must come from the corporation and must be attached to the A.C.C.'s form. Use of the A.C.C.'s form is not required. Forms are available on the A.C.C. website, [www.ecorp.azcc.gov](http://www.ecorp.azcc.gov)

#### **What are the requirements for changing the corporation name?**

The examiner will determine if the corporation name to be used complies with the statutory requirements, but you can review the name criteria, check for name availability and, if desired, submit a name reservation application by using our website at [www.ecorp.azcc.gov](http://www.ecorp.azcc.gov). Reserving the name is not required. Web access is available to the public at our Phoenix and Tucson offices.

The nonprofit corporate name must satisfy the requirements of A.R.S. §§ 10-3401, 10-3301, and/or 10-11506 and must not conflict with the requirements for professional corporations (A.R.S. § 10-2215) or other corporations (A.R.S. §§ 10-1506

and 10-401) or other limited liability companies (A.R.S. § 29-602). Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov), by following the link for Arizona Revised Statutes. Note that other requirements may apply if you are forming a nonprofit corporation under Chapter 19 of Title 10, Arizona Revised Statutes (cooperatives).

If the corporation name contains any of the following words, prior written approval must be obtained from the Arizona Department of Financial Institutions before registration is allowed: Bank; Banker; Banking; Banc; Banco; Banque; Credit Union; Deposit; Savings Association; Building Association; Savings and Loan Association; Building and Loan Association; Savings Bank; Thrift; Trust; or Trust Company. See A.R.S. §§ 10-401, 10-1506.

**Trade name** – if the entity name you wish to use has an identical existing trade name registered with the Secretary of State's office, the owner of the trade name must be listed within the document as on of the following: member, manager, officer, director, or statutory agent.

**Is publication of the Articles of Amendment required?** Yes. See A.R.S. § 10-11006. DO NOT PUBLISH UNTIL THE COMMISSION APPROVES THE DOCUMENT FOR FILING. The approval letter you will receive from the Arizona Corporation Commission will contain information on how to publish.

**Filing fee.** The filing fee is \$25.00. 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. §§ 10-122 and 10-3122.

**Processing time.** Processing times are posted on our website each Monday at [www.ecorp.azcc.gov](http://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. §§ 10-122 and

10-3122. The expedite fee is \$35.00. See Decision No. 38008, 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 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.** List the date on which the amendment to the Articles of Incorporation was adopted by the corporation.

**Number 3.** This question asks how the amendment was approved by the corporation. Check all boxes that apply.

**Number 4.** The actual written amendment that contains the change being made by the corporation must be attached to the Articles of Amendment. The amendment can be typewritten or handwritten, but must be legible. A.C.C. staff cannot write the amendment for you, and cannot tell you how to phrase the amendment. If the Articles of Amendment form is submitted without the amendment attached, the document will be rejected.

### Signature and Verification

The Articles of Amendment may be signed only by one of the following: (1) the Chairman of the Board of Directors, (2) a duly-authorized Officer of the corporation, or (3) a duly-authorized bankruptcy trustee, receiver, or other court-appointed fiduciary. See A.R.S. §§ 10-3120(F).

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 the capacity of the signer.

## Questions

For questions, contact Customer Service at 602-542-3026, or, within Arizona only, 800-345-5819.

## Submit the document

**Cover Sheet.** All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: [www.ecorp.azcc.gov](http://www.ecorp.azcc.gov)

### What to submit:

1. Cover Sheet
2. Articles of Amendment
3. Copy of the corporation's amendment
4. 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 online or 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.