



## Instructions C029i

### 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, 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 the A.C.C. 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, 10-3122. 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. ACC00000A-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 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 3.** 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 3.1. If "no" is checked, continue with number 4.

**Number 3.1.** If you check "yes" in number 3, you must check one box (yes or no) to indicate whether the known place of business address for the corporation should be discontinued.

**Number 4.** 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 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.

### 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. 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 - 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 in 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.