LLC Statement of Change of Manager or Member Addresses

Instructions L021i

General Information
An 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. § 29-3116.

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.

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.ecorp.azcc.gov.

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. § 29-3213.

Processing time. Processing times are posted on our website each Monday at 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. § 29-3213. 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. 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.ecorp.azcc.gov.

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 3. 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.ecorp.azcc.gov.

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
Any person authorized by the entity can sign the document under penalty of law. The "I accept" box must be checked.

Sign on the line underneath the "I accept" box. Print the name of the person 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: www.ecorp.azcc.gov.

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 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. 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.