

Please fax this completed form to: 800-498-3611 or E-mail to: order@sundocumentfilings.com

# File the Application for Registration (FORM LLC-5) With the California Secretary of State

Pages attached: \_\_\_\_\_

Do not attach the Operating Agreement. The Secretary of State will not file it.

**WE CANNOT FILE THIS FORM WITHOUT A CERTIFICATE OF STATUS IN GOOD STANDING - PLEASE ATTACH**

## STEP 1:

Name of Business Entity: \_\_\_\_\_

*NOTE: Our filing fee does not include name availability or name reservation. Please purchase a name availability check prior to faxing the Application for Registration. If you reserved a name, attach a copy of the name reservation certificate or our order form that contains the reservation number.*

## STEP 2: Shipping - How would you like your order returned? (Default method is fax followed by regular mail)

**Choose one free:** Fax (to one location in the U.S. only) OR Scan and e-mail the document (one address only)

Fax number or E-Mail address for scanned document: \_\_\_\_\_

FedEx: add \$25.00 for priority overnight or add \$20.00 for 2<sup>nd</sup> day I have my own FedEx acct. \_\_\_\_\_

Regular Mail: No charge. Please note that we highly recommend that you use FedEx as we do not and cannot guarantee regular mail.

**STEP 3: Fees -** Our fee: \$100.00 service fee plus the Secretary of State fee is \$85.00. State Fee includes a \$70.00 filing fee plus the \$15.00 counter/expedite fee. Total fees: \$185.00.

Add a Certificate of Good Standing at the time of filing: \$40.00 (If ordered later, total fee is \$50.00 plus shipping - save \$ and order now.)

Add Registered Agent (RA) services for 1 year: \$169.00. Please fax the contact form (found on our website) with this order form. Call for questions.

**Add \$50.00 to review document for completeness\*: To avoid rejection which can lose the file date, time, and state/service fees. Service includes verifying the LLC legal name, jurisdiction, and formation date on the good standing certificate match the data entered on this form. Includes verifying that required fields are present, verifying that the title of the person signing is present and is an acceptable title for an LLC. \*See our website for details & restrictions.**

**Our fee includes:** Filing your document with the Secretary of State the same day we receive your request in Sacramento (if before 2:00 PM PST and the good standing certificate is attached), writing required checks, making required copies, obtaining TWO certified copies from the Secretary of State, faxing or e-mailing your filed document, and returning the certified copies via regular mail. FedEx is additional. The state takes an average of 7-10 business days to file the Application for Registration. The document will be given the file date it was submitted on. LLC numbers are not available until the filing is complete. *24 hour rush service and same day rush service available for additional fees.*

Order Total: \_\_\_\_\_ Example: File LLC-5 form + RA + plus FedEx. Our fee is \$100 + state fee is \$85 + RA fee is \$169 + FedEx \$25 = \$379.00.

## STEP 4: Shipping Address (must be a physical address if you have chosen FedEx): Is this address in a residence? Yes No

Firm Name (if applicable): \_\_\_\_\_

Attn (First and Last Name): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (required): \_\_\_\_\_ Alt. #: \_\_\_\_\_

Fax #: \_\_\_\_\_ (This fax # must be a free standing fax or have the ability to receive faxes at anytime or an additional \$3.00 "call before fax" charge will apply.) Call me before you fax the document.

## STEP 5: Payment Information:

Credit Card Type: Visa MasterCard American Express Discover

I am paying with a personal credit card I am paying with a corporate credit card. \*Name of corp: \_\_\_\_\_

Card Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (mo/yy) (please double check the card number)

Billing address: same as shipping - NAME ON CARD (Required): \_\_\_\_\_

Different billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Amount: \_\_\_\_\_ (Please indicate our fee, the state fee, and any shipping fee)

Name on Card (Required): \_\_\_\_\_

Signature of Card Holder (Required): \_\_\_\_\_

By signing this form, I give permission to Sun Document Filings (SDF) to bill my credit card for the price of this order. If I am using my company's card, I am signing as an authorized user. I confirm that I have read and agree with Sun Document Filings' terms and conditions that are found on their website. I understand that Sun Document Filings' makes no guarantee that the Secretary of State will accept this document. If the document is rejected, further state and service fees will apply. I have double checked this form and the Application for Registration for errors. With my signature, I authorize SDF to file my document immediately. We make no guarantees to how long it will take the Secretary of State to process your document. Most documents are filed within 7-10 business days. We visit the Secretary of State's office 3 times a day, Monday thru Friday. We will pick up the document as soon as the Secretary of State has completed the filing.

Thank you for your business.