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File the Certificate of Amendment/Form LLC-2 with the California Secretary of State

Time & Date Rec'd by SDF: _____

~ Please type on this form using your computer ~ Pages attached: _____

STEP 1:

Name of Business Entity: _____

State file number: _____

NOTE: Our filing fee does not include name availability or name reservation. Please purchase a name availability search prior to faxing the Certificate of Amendment/LLC-2. 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?

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 2nd 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 service fee: \$200.00 plus the Secretary of State's filing fees: \$380.00 (fee includes a \$30.00 filing fee plus the \$350.00 24 hour rush fee). Total charge \$580.00

Add \$100.00 to review document for completeness: To avoid rejection which can lose the file date, time, and state/service fees. Service includes verifying that the LLC legal name and file number is correct based on State records and that the form is acceptable for microfilming purposes. Fee also includes verifying that the title of the person signing the form is present and that the title is an acceptable title for an LLC. If the document is rejected, the cost to resubmit is \$550.00. If I choose this option and the document is rejected after review, Sun will pay the \$350.00 state fee and will waive service and copy costs of \$200.00. Sun does not and cannot verify who the names of the authorized signers are. This is solely the client's responsibility to know who the member(s) or manager(s) are within the LLC. Rejection reasons that include incorrect signers, amendment options, and attachment pages are not covered and resubmittal fees will apply. *some restrictions apply - see our website for details.

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 this form is completed correctly), 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 Secretary of State will take a full 24 hours to process and file the Certificate of Amendment. Please allow 24 hours to pass plus 1-2 hours for our office to pick up the amendment, copy the document, and fax or scan and e-mail the document to you before calling and checking the status.

Order Total: _____ Our fee does not include the state fee or FedEx shipping fees. Example: File Certificate of Amendment/ Form LLC-2 plus FedEx priority overnight. Our filing fee is \$200 + state fee of \$380 + \$25 FedEx = \$605.00.

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

Different billing address: _____

City: _____ State: _____ Zip: _____

Name of Cardholder (as it appears on the card - required): _____

Signature of Card Holder (Required): _____

By signing this form, I give my 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. My signature above confirms my knowledge and acceptance of fees, cutoff times, and policies of SDF's California Rush Filing Policy found on their website at: http://www.sundocumentfilings.com/californiarushpolicy.htm. I have double checked this order form and the LLC-2 Amendment for errors and with my signature, I authorize SDF to file my document immediately. I understand that if this rush is rejected, the Secretary of State will retain my \$350 rush fee and another \$350 rush fee will be required upon resubmittal. In addition, SDF will retain my \$200 rush service fee and another \$200 service fee will be required upon resubmittal. I understand that SDF has made no guarantees that the Secretary of State will accept and file my LLC-2 Amendment. I am filing this document at my own risk. I understand that there are no refunds, no cancellations - no exceptions.