

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

~ 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 check prior to faxing the Certificate of Amendment/LLC-2. If you have previously reserved a name, please attach a copy of the name reservation certificate.

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: \$70.00* plus the Secretary of State's filing fees: \$45.00 (fee includes a \$30.00 filing fee plus the \$15.00 counter/expedite fee). Total charge \$115.00 *Documents with attachments over 3 pages our service fee is \$75.00.

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 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 \$53.00. If I choose this option and the document is rejected after review, Sun will pay the \$15.00 state fee and will waive service and copy costs of \$38.00. 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 state takes an average of 7-10 business days to file the Certificate of Amendment/LLC-2 form. The document will be given the file date it was submitted on. *24 hour rush service available for additional fee. Please do not use this form for 24 hour rush service.*

Order Total: _____ Our fee does not include the state fee or FedEx shipping fees. **Example:** File Certificate of Amendment/Form LLC-2 that is 3 pages or under plus FedEx priority overnight. Our filing fee is \$70 + state fee of \$45 + \$25 FedEx = \$140.00.

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

Firm Name: _____

Attn: _____

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.

Card Number: _____ Exp. Date ____/____ (mo/yy)

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 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. If the document is rejected, a state fee of \$15.00 and service fees of \$35.00 plus \$1.00 per copy will apply. I have double checked this form and the Certificate of Amendment/Restated Articles for errors and with my signature, I authorize SDF to file my document immediately. SDF makes 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. Thank you for your business.