

Please fax this completed form to: 800-498-3611 OR

~ 24 HOUR RUSH FILING ~

E-mail our order form AND the Statement of Information form to order@sundocumentfilings.com

File the Statement of Information – Profit Domestic or Foreign Corporation (SI-200c or SI-350)

With the California Secretary of State

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

**STEP 1:**

Name of Corporation: \_\_\_\_\_

Secretary of State file number: (required) \_\_\_\_\_

NOTE: If you do not have the file number, check the Articles of Inc. or the Secretary of State's business search at <http://kepler.sos.ca.gov/list.html>

**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)

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: Options and Fees** - Our fee: \$200.00 plus the state filing fee \$25.00 plus state rush fee of \$350.00. Total: \$575.00. If this filing is an amendment and no filing fee is due, please check this box  If you don't know if a fee is due, call the State at 916-653-3365.

**Option 1** - Please choose at least one: Plain copy No extra charge OR Certified copy (red seal)\* Add \$6.00 state fee for 1 pg., add .50 per additional page. \*Most banks, lenders, insurance companies, state agencies, courts, etc. require a certified copy.

\*\*Please note: If no box is checked, we will obtain a plain copy only. There is an additional charge to retrieve a certified copy at a later date.\*\*

**Option 2** - For suspended or forfeited corporations: Do you need a Notice of Revivor or Letter of Relief for the FTB? Yes OR No (Add \$15.00 if yes to the total). If you do not know what this means, you probably do not need it or call the Secretary of State at 916-653-3365.

**Option 3** - ADD ONE YEAR OF REGISTERED AGENT SERVICE FOR \$169.00 - CALL FOR QUESTIONS - ADD AGENT? Yes OR No

**Our fee includes:** Filing your document with the Secretary of State on a 24 hour rush in Sacramento (if before 3:00 PM PST and this form is completed correctly), writing required checks, making required copies, obtaining either one plain copy or one certified copy from the Secretary of State, faxing or e-mailing your filed document, and returning the document via regular mail. FedEx is additional. \*\*Last run leaves to the state at 3:15pm PST. Orders received after 3:00pm will not be submitted until the following business day at 9:15am PST. The 24 hours will start at that time.\*\*

Order Total: \_\_\_\_\_ (If you are unsure how to calculate the order, please check here and we will contact you. Please note that if we are unable to get a hold of you, it will delay your order.) Our fee does not include the state fee or FedEx shipping fees. Example: File 1 page Statement of Information with the state, obtain 1 certified copy and e-mail and regular mail return: Our fee is \$200.00 + State fee of \$381.00 (\$25.00 filing fee + \$6.00 certified copy fee + \$350.00 rush fee) = \$581.00. Add one year of registered agent service \$581.00 + \$169.00 = \$750.00

**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): \_\_\_\_\_ Ext. \_\_\_\_\_ Alt. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**STEP 5: Payment Information:**

Credit Card Type: Visa MasterCard American Express Discover

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_ (mo/yy)

Billing address: same as shipping

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

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

Name 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. I understand that Sun Document Filings' makes no guarantee that the Secretary of State will accept this document. If the document is rejected, a \$550.00 resubmittal service and state fee will apply. I have double checked this form and the Statement of Information for errors and with my signature, I authorize SDF to file my document immediately. This order is for a 24 hour rush service and I understand that the 24 hour rush starts when the Secretary of State receives the document. Orders received after 3:00pm will not be submitted to the state until the next business day.