

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 LLC-12 to order@sundocumentfilings.com
File the Statement of Information – for a Domestic or Foreign - Limited Liability Company (LLC-12)
With the California Secretary of State Pages attached: _____

STEP 1:

Name of LLC: _____

Secretary of State file number: (required) _____

NOTE: To find the file number, check the Arts of Organization 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 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: Options and Fees - Our fee: \$200.00 plus the state filing fee \$20.00 plus state rush fee of \$350.00. Total: \$570.00

If there is no state fee due, please check this box If you don't know if a fee is due, call the Secretary of 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.

Our fee includes: Filing your document with the Secretary of State on a 24 hour rush in Sacramento (if received 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 rush 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 \$376.00 (\$20.00 filing fee + \$6.00 certified copy fee + 24 hour rush fee) = \$576.00.

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 Bill my account*

Card Number: _____ Exp. Date ____/____ (mo/yy) *Current credit app. on file

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.