

Please fax this completed form to: 800-498-3611 OR Routine – About 20 business days  
E-mail our order form AND the Statement of Information form LLC-12 to order@sundocumentfilings.com  
File the Statement of Information – Limited Liability Company (LLC-12) - Domestic or Foreign  
With the California Secretary of State Pages attached: \_\_\_\_\_

**STEP 1:**

Name of LLC: \_\_\_\_\_

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

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

**STEP 2: Shipping** - How would you like your order returned? Please note: Free fax does not include "call before fax" option.

**Choose One:** Free Fax to one U.S. location only OR Add \$5.00 for scan and e-mail PDF copy of filed document (per address)

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: Options and Fees** - Our fee: \$50.00 filing fee plus state fee of \$20.00. If this filing is an amendment and 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.

**\*Options** - 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.

**Our \$50.00 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 either one plain copy or one certified copy from the Secretary of State, faxing a copy of your filed document, and returning the document via regular mail. FedEx is additional. The state takes an average of 20 business days to file the Statement of Information. *24 hour rush service available for additional fees of \$520.00. Please use the 24 hour rush order form if you need a rush.*

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 \$50.00 + State fee of \$26 (\$20.00 filing fee + \$6.00 certified copy fee) + E-mail filed document \$5.00 = \$81.00.

**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 \$25.00 resubmittal service 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. We make no guarantees to how long it will take the Secretary of State to process your document. Most documents are filed within 20 business days. We will pick up the document as soon as the Secretary of State has completed the filing.