

Worksheet for Preparation/Filing of NY LLC Amendment

Date: _____

1. Name of Entity: _____
 - a. Original Name (if previously amended): _____
2. Date of Formation: _____
3. Amendment(s) to be made: (*Be specific, and specify paragraph number of the item being amended*)
 - a. LLC Name changed to: _____
Paragraph: _____
 - b. Management provisions changed to: _____
Paragraph: _____
 - c. To amend another provision: _____
Paragraph: _____
4. Name and Title of Person Authorizing Amendment:

(if ONLY changing County Location and/or Service of Process address is changing, Place order as a Certificate of Change)

Fee to Prepare and File:	\$ 95.00
Disbursement to Dept. of State (filing)	\$ 85.00 (Rush)
Administrative Handling	\$ 5.00
Total:	\$ 185.00
ORDER PARTS TO UPDATE KIT: _____	(add \$68.87 to total fee above)

Contact Name: _____ Email: _____

Firm / Business Name: _____

Phone #: _____ Fax #: _____

Billing/Mailing Address: _____

Address for delivery of Corporate Documents:

Let this letter serve as my authorization to charge Amex/MC/Visa (*Initial Here*) _____

Card #: _____ Expires: _____

IN THE AMOUNT OF: _____

Print Name of Card Holder: _____

Signature of Card Holder: _____