

Worksheet for Preparation/Filing of NY Not-For-Profit Amendment Worksheet

Date: _____

1. Current Name of Corporation:

a. Original Name (if applicable): _____

2. Date of Incorporation: _____

3. Amendment to be made (specify paragraph number(s)):

4. Service of Process Address:

5. Name and Title of person Authorizing Amendment:
Name: _____ Title: _____

6. Not-For-Profit Corporation Type: Charitable _____ or Non-Charitable _____

7. Consents obtained for original incorporation*:

Fee to Prepare and File:	\$ 150.00
Disbursement to Dept. of State (filing)	\$ 55.00
Administrative Handling	\$ 5.00
Total:	\$ 210.00*

*If Consent(s) were required for incorporation, the same consent(s) will be necessary for amendment filing. Additional fees apply (\$100.00 per consent, plus any applicable disbursement to the agency)

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: _____

**Please note: This fee is an estimate only. It is possible to incur additional disbursements to complete this order. If so the additional fees will be charged to this credit card.*