

CORPORATION/LLC AMENDMENT INSTRUCTIONS

CHECK LIST OF ITEMS NEEDED TO FILE AN AMENDMENT:

1. _____ AMENDMENT FORM

This is obtained from the Secretary of State's website www.sos.alabama.gov. It is a free form that you complete and print off yourself. WE DO NOT ISSUE THIS FORM TO YOU The form MUST be typed. If you have any questions regarding the form, you will have to call the Secretary of State's office at 334-242-5324. *****Be sure to use the correct form for the type of company you have***** (LLC's have a different amendment form than Corporations, etc.)

2. _____ FEES TO RECORD (BOTH THE BE INCLUDED WITH AMENDMENT FORM)

SECRETARY OF STATE: \$50

-Must be either a check or the State's credit card form.

-If using the credit card form, it must be typed. We cannot accept it if it is handwritten.

-This payment cannot be cash

JUDGE OF PROBATE: \$41

-Can be made in check, cash or card (card can be used if coming in person, and there is a \$2.99 fee added to the card payment)

******IF YOU ARE MAILING THE DOCUMENT TO US, INCLUDE ONE (1) SELF ADDRESSED, STAMPED ENVELOPE******

Mailing Address: Judge of Probate Attn: Recording P.O. Box 825 Columbiana, AL 35051

Overnight Address: Judge of Probate Attn: Recording 112 North Main St. Columbiana, AL 35051

You may bring your documents in person.

Our office is open Monday thru Friday, 8 a.m. – 4:30 p.m.