



File Number: \_\_\_\_\_



**STATEMENT OF CHANGE OF BUSINESS MAILING ADDRESS**

Base Filing fee: \$0.00 + \$20.00 for manual processing (form must be typed).

The entity identified below submits to the Idaho Secretary of State the following statement for the purpose of changing its business mailing address.

1. The name of the business entity is: \_\_\_\_\_

2. The business mailing address is currently on file as:  
\_\_\_\_\_

3. The business mailing address is to be changed to:  
\_\_\_\_\_

4. Change of address is effective:  
Upon Receipt **OR** \_\_\_\_\_  
(mm/dd/yyyy)

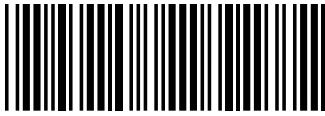
Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Capacity: \_\_\_\_\_

Dated: \_\_\_\_\_  
(mm/dd/yyyy)

Secretary of State use only



## INSTRUCTIONS

Provide contact information where you can be reached:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

This form may be used to change the business mailing address of a Corporation, Limited Liability Company, Limited Partnership or Limited Liability Partnership.

This form cannot be used to change a Business Entity's Registered Agent and/or Registered Office.

This form cannot be used to change the physical business address or mailing address of an *Assumed Business Name* filing. Such change must be made with an Amendment form.

The form must be executed by:

Corporation: Chairman of the Board, President, Secretary, or another officer  
LLC: Manager of the company, or if no managers, by its members  
LP: General Partner  
LLP: Partner

Enclose the appropriate fee (make checks payable to Idaho Secretary of State):

- a. The fee is \$20.00 (includes additional \$20.00 for a non-electronic form for manual entry).
- b. If expedited service is requested, add an additional \$40.00 to the filing fee.
- c. If 'same day' service is requested, add \$100.00 to the filing fee.

Pursuant to Idaho Code § 67-910(6), the Secretary of State's office may delete a business entity filing from the database if payment for the filing is not completed.

Mail or deliver to: Office of the Secretary of State  
450 N 4th Street  
PO Box 83720  
Boise, ID 83720-0080

If you have questions or need help, call the Secretary of State's office at (208) 334-2301.