



WEST VIRGINIA
ARTICLES OF INCORPORATION
PROFIT AMENDMENT

(Two if you want a filed stamped copy returned to you)
FEE: \$25.00

**** In accordance with [§31D-10-1006](#) of the Code of West Virginia, the undersigned corporation ****
adopts the following Articles of Amendment to its Articles of Incorporation:

1. The **name of the corporation** is: _____

2. The following amendment(s) to the Articles of Incorporation were adopted by: (**check one** of the following statements)

the shareholders of the corporation

the incorporators or board of directors and shareholder approval was not required.

3. The **date of the adoption of the amendment(s)** was: _____

4. **Change of Name Information or Text of Amendment**

Change of Name From: _____

To: _____

Other amendment(s) (*attach additional pages to this application, if necessary*)

5. **Contact name and number** of person to reach in case of problem with filing: (Optional, however, listing one may help to avoid a return or rejection of filing if there appears to be a problem with the document.)

Name: _____ Phone: _____

Business e-mail address, if any: _____

6. **Signature** (See below ***Important Legal Notice Regarding Signature***):

Signature

Date

Capacity in which he/she is signing
(example: President, Chairman, etc.)

***Important Legal Notice Regarding Signature:** Per West Virginia Code [§31D-1-129](#). **Penalty for signing false document.** Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the Secretary of State for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both.

Important Note: This form is a public document. Please **do NOT** provide any personal identifiable information on this form such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.



Filing Submission Instructions - Business Division

IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORMS.

Please follow the instructions included with the application. Failure to include any of the required information on the form may cause the filing to be rejected.

All forms may be downloaded from our web site www.wvsos.gov.

SUBMIT THE COMPLETED APPLICATION WITH THE CUSTOMER ORDER REQUEST FORM TO THE ADDRESS BELOW. IF NOT USING THE CUSTOMER ORDER REQUEST FORM, YOU MUST INCLUDE THE WORD "EXPEDITE" AND THE LEVEL OF EXPEDITED SERVICE BEING REQUESTED (24-HOUR, 2-HOUR OR 1-HOUR) IN YOUR CORRESPONDENCE. BE SURE TO INCLUDE THE CORRECT ADDITIONAL EXPEDITED FEE (SEE FEES BELOW).

<u>Expedite Service</u>	<u>Fee</u>
24-Hour	\$ 25.00
2-Hour	\$250.00
1-Hour	\$500.00

MAIN OFFICE / MAILING ADDRESS:

Regular Filings ONLY - No Expedited Filings

West Virginia Secretary of State
State Capitol Building
Charleston, WV 25305
Phone: (304) 558-8000
Fax: (304) 558-5758
Hours: Mon. - Fri. 8:30a - 5:00p EST

BUSINESS HUB SATELLITE OFFICES:

Regular and Expedited Filings

Charleston Office:
Business One-Stop
1615 Washington Street East
Charleston, WV 25311
Phone: (304) 558-8000
Fax: (304) 558-8381
Hours: Mon. - Fri. 8:30a - 5:00p EST

Clarksburg Office:
200 West Main Street
Clarksburg, WV 26301
Phone: (304) 367-2775
Fax: (304) 627-2243
Hours: Mon. -Fri. 9:00a - 5:00p EST

Martinsburg Office:
229 E. Martin Street
Martinsburg, WV 25401
Phone: TBA
Fax: TBA
Hours: Mon. - Fri. 9:00a - 5:00p EST



Customer Order Request

SUBMIT THIS COMPLETED FORM WITH YOUR FILING.

Order Processing* Requested: * * * Expedite Processing Requires Additional Fees * * *

- Standard processing** (Avg. processing turnaround 5-10 business days)
 24-HOUR Expedite** (additional \$25.00 fee included)
 2-HOUR Expedite (additional \$250.00 fee included)
 1-HOUR Expedite (additional \$500.00 fee included)

*"Processing" indicates the filing will be completed and registered in the Secretary of State registration database.

**NOTE: Orders filed in person through any Secretary of State office location requesting the filing be processed will be assessed a 24-HOUR Expedite fee of \$25.00 per order.

Name of Entity: _____

Return filing to:
(Return Address) _____

Contact Name: _____ Phone: _____

Return Delivery Options: Email or Fax options do not receive a copy via mail; must be ordered separately.

- Email to: _____ Fax to: _____
 Hold for Pick Up Mail to Return Address above FedEx: Acct # _____
 Other (explain below): _____ UPS: Acct # _____

Order Description (include items being ordered and fee breakdown):

* **PLEASE NOTE:** Original paperwork is kept by this office. Include a copy of the original filing if you want a file stamped copy returned to you at no extra charge. **Certified copy requests are an additional \$15 per certified copy being requested.**

Total Amount:

Payment Method:

- Check/Money Order** **Credit Card** (Call office cashier at 304-558-8000 to provide credit card payment information.)
 Cash (*Do Not mail cash*) **Pre-paid Acct #:** _____



MAC WARNER
Secretary of State
State Capitol Building
Charleston, WV 25305
Phone: (304) 558-6000
Website: www.sos.wv.gov

24-hour, 2-hour and 1-hour Expedite Service Guidelines

IMPORTANT: To ensure expedited service, please mark “EXPEDITE” in a conspicuous place at the top of the service request. Please indicate method of delivery.

24-HOUR EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your “**24-HOUR EXPEDITE**” request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling is \$25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

Time Constraints: Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-Hour and 2-Hour Time Constraints: Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgement (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.