

**State of Alabama  
Office of the Secretary of State  
334-242-7200**

**Physical Address:**  
770 Washington Avenue, Suite 580  
Montgomery, AL 36104

Business Services – 334-242-5324  
UCC – 334-353-0203

**Mailing Address:**  
P.O. Box 5616  
Montgomery, AL 36103-5616

Please specify the appropriate division by  
inserting “Business Services” or “UCC”  
with the mailing address.

**Pre-Paid Account \* Set Up Slip**

**Account Number:** \_\_\_\_\_

**Account Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ , \_\_\_\_\_ \_\_\_\_\_

**Agent / Service you would like to have authorization to use this account (optional):**

\_\_\_\_\_

**Signature:**

**Date:**

**\*The minimum for setting up a pre-paid account is \$500.00 for UCC and \$1,500.00 minimum for Business Entities, payable only by check. The money must be debited for services to a zero balance and is non-refundable.\***

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