

Creating a Domestic Business Entity FAQs

What documents are required when creating a business entity?

In order to create a business entity, you will need a Name Reservation and a Certificate of Formation. The required forms can be obtained from “Business Forms” on our website, or the name reservation and formation can be completed online.

How do I reserve the name of my business entity?

Reservations can be made through a paper form (\$25) or online (\$28). The paper form should be mailed to us for processing and will be mailed back. The online reservation is immediate, and the customer will print the certificate from their printer. The name cannot be the same as another entity (minus the entity ending) and must be distinguishable from an active business entity name.

Where do I file to create a business entity?

Mail the formation document, name reservation certificate, and \$200 filing fee to our office: P.O. Box 5616, Montgomery, AL 36103. If a copy is requested, include a second copy and a self-addressed, stamped envelope. You can also submit the documents and pay the fee through our online services, sos.alabama.gov, under “Domestic Formation.” Complete the online services prompts, input your credit card information, and print out your formation documents from your printer.

What is the fee required by the Secretary of State when filing a business formation?

The required amount is \$200.

Can I use a credit card to pay the necessary fees?

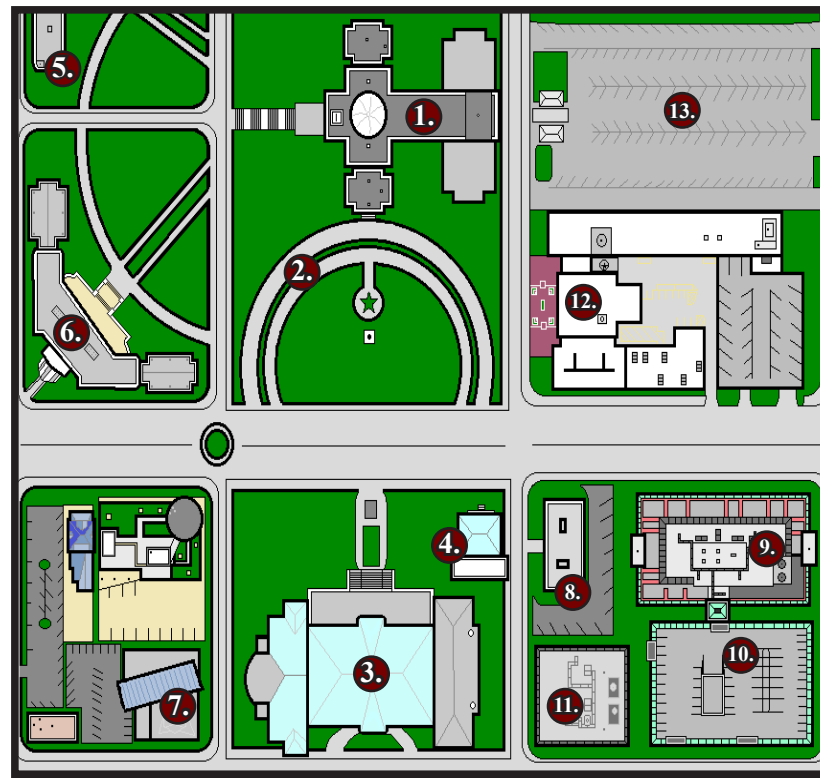
Yes. There is a credit card slip attached to the form that may be used for the filing fee, or you may use your credit card when filing online.

How do I know when my entity has been formed?

Once the formation documents have been processed, your entity will be issued an Entity ID number. (This is NOT an EIN number). Your status will change to “Exists” on the Secretary of State’s website. You may check your entity at anytime through our website at sos.alabama.gov and select “Business Services,” “Business Entity & Name Search,” and then click entity name.

What is an Employer Identification Number (EIN)?

An Employer Identification Number is a nine-digit tax identification number issued by the IRS (irs.gov). It acts as the social security number for a business. This number should NOT be put on any of your formation documents for the state filing.



- | | |
|---|--------------------------------------|
| 1. Alabama Capitol Building | 8. State Wellness Center |
| 2. Avenue/Circle of Flags | 9. RSA Plaza |
| 3. Department of Archives & History | 10. RSA Reserved Parking Deck |
| 4. First White House of the Confederacy | 11. AL Community College System |
| 5. Alabama Medicaid Agency | 12. Alabama State House |
| 6. Attorney General’s Office | 13. State House Reserved Parking Lot |
| 7. Alabama League of Municipalities | |

Lovetta Churchill
Domestic Entities Supervisor
334-353-1931
Lovetta.Churchill@sos.alabama.gov



Alabama Secretary of State John H. Merrill



Domestic Entities

Phone: 334-242-5324

Email: Business.Services@sos.alabama.gov

Amending a Business

I want to change my business entity's name. How can I do this?

In order to change the name of your business entity, you will first need to obtain a Name Reservation Certificate with the new name you would like to use. You would then complete an amendment form from the appropriate category pertaining to your entity type by going to “Business Forms” on our website. Once complete, mail the amendment form and the name reservation certificate to our office with a \$100 filing fee.

I want to add/remove members or change our address. What form would I use?

To make changes to your entity, other than registered agent changes, you would use an amendment form specific to your entity type. All changes will be included on the second page of the form. You will submit the forms to our office at P.O. Box 5616 in Montgomery, Alabama 36103 with the filing fee of \$100 and two copies of the form with a self-addressed, stamped envelope.

Can I change my Registered Agent or Registered Office address?

Not with an amendment form. Agent change information included on an amendment form will NOT be changed. You will need to fill out a Change of Registered Agent or Registered Office by Entity form (to change the agent) or a Change by Agent of Agent Name and/or Registered Office Address form (to be used by the current agent to change their address or their actual name). You will complete the form, submit the filing fee of \$100 and two copies of the form with a self-addressed, stamped envelope to our office at P.O. Box 5616 in Montgomery, Alabama 36103.

I want to resign my position as the Registered Agent of my entity. What should I do?

Fill out the Notice of Registered Agent Resignation Form located under “Business Forms” in the “Registered Agent” category. Mail two copies to the Secretary of State's Business Services Division at P.O. Box 5616 in Montgomery, Alabama 36103. There is no fee involved with this filing.

Dissolving a Business

My business entity is inactive, and I want to dissolve it. What should I do?

Mail the dissolution form for your specific entity type and a \$100 filing fee to our office at P.O. Box 5616, Montgomery, Alabama 36103. If a copy is requested, include a second copy and a self-addressed, stamped envelope. You can also use our online services at sos.alabama.gov under “Domestic Dissolution.” You will complete the online services prompts, input your credit card information, and print out your dissolution documents from your printer.

What happens if I do not dissolve my entity when I'm no longer conducting business?

Any entity that shows a status of “exists” on the Secretary of State's website is subject to being taxed. You may not backdate a dissolution to the date you stopped conducting business. The dissolution is in effect as of the date received by the Secretary of State's Office.

How do I know when my entity has been officially dissolved?

Once the dissolution documents have been processed, your status will change to “dissolved” on the Secretary of State's website. You may check your entity at anytime through our website at sos.alabama.gov under “Business Services,” “Business Entity,” and then “Name Search.”

**Have Additional Questions? Give Us
A Call At **334-242-5324**, or call
**Lovetta Churchill, Domestic
Entities Supervisor, at **334-353-1931**.****

Additional Information

- *All paper forms must be physically signed. PDF signatures will not be accepted.*
- *Credit card slips must include the complete card number, expiration date, name and address from the credit card statement, and have a physical signature. Do not include the CVV number.*
- *Rejections will be sent to the “prepared by” name and address. All documents must be returned with corrections made and fees included. If the filing is rejected, no money is charged until the filing is correct.*

