



Form 521 Prescribed by the:
Ohio Secretary of State

Central Ohio: (614) 466-3910
Toll Free: (877) SOS-FILE (767-3453)

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Expedite this form: (select one)

Mail form to one of the following:

Expedite PO Box 1390
Columbus, OH 43216

\*\*\* Requires an additional fee of \$100 \*\*\*

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Columbus, OH 43216

STATUTORY AGENT UPDATE

Filing Fee: \$25

(CHECK ONLY ONE (1) BOX)

Table with 3 columns: (1) Subsequent Appointment of Agent, (2) Change of Address of an Agent, (3) Resignation of Agent. Each column lists entity types like Corp, LP, LLC, and Partnership with their respective codes.

Form section for entity information including Name of Entity, Charter, License or Registration No., and Name of Current Agent.

Form section for new agent information, titled 'Complete the information in this section if box (1) is checked'. It includes fields for Name and Address of New Agent, Name of Agent, Mailing Address, City, State (Ohio), and Zip Code.

**Complete the information in this section if box (1) is checked and business is an Ohio entity**

**ACCEPTANCE OF APPOINTMENT FOR DOMESTIC ENTITY'S AGENT**

The Undersigned, \_\_\_\_\_, named herein as the  
Name of Agent

Statutory agent for, \_\_\_\_\_, hereby acknowledges  
Name of Business Entity

and accepts the appointment of statutory agent for said entity.

Signature: \_\_\_\_\_  
Statutory Agent

**If the agent is an individual using a P.O. Box, the agent must check this box to confirm that the agent is an Ohio resident.**

**Complete the information in this section if box (2) is checked**

**New Address of Agent**

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

Ohio  
State

\_\_\_\_\_  
Zip Code

**If the agent is an individual using a P.O. Box, check this box to confirm that the agent is an Ohio resident.**

**Complete the information in this section if box (3) is checked**

The agent of record for the entity identified on page 1 resigns as statutory agent.

**Current or last known address of the entity's principal office where a copy of this Resignation of Agent was sent as of the date of filing or prior to the date filed.**

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

Ohio  
State

\_\_\_\_\_  
Zip Code

By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.

**REQUIRED**

Must be authenticated  
**(signed)** by an  
authorized representative  
**(See Instructions)**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## Instructions for Statutory Agent Update

This form should be used to update statutory agent information for a corporation, limited partnership, limited liability company or partnership. If a corporation, limited partnership or limited liability company would like to appoint a new statutory agent, please select box 1. If a corporation, limited partnership or limited liability company would like to change the address of the current agent, please select box 2. If the agent of a corporation, limited partnership, limited liability company or partnership would like to resign from their position, please select box 3.

A partnership and limited liability partnership must complete a statement of correction to appoint a new agent or change the address of the current agent.

### Entity Information

The corporation, limited partnership, limited liability company or partnership must provide its name, charter/license/registration number and the name of the current agent. The current agent's name must be the same as the agent listed in our office's records.

### Appointment of New Agent

Pursuant to Ohio Revised Code sections 1701.07, 1702.06, 1703.041, 1782.04 and 1705.06, a corporation, limited partnership and limited liability corporation must appoint and maintain a statutory agent to accept service of process on behalf of the entity. The statutory agent must be one of the following: (1) an Ohio resident; (2) an Ohio corporation; or (3) a foreign corporation that is licensed to do business in Ohio.

If the entity is a **domestic** corporation, limited liability partnership or limited liability company, the statutory agent must sign the Acceptance of Appointment on Page 2. The agent of a foreign entity does not have to accept appointment by signing the form.

If the new statutory agent is an individual using a P.O. Box address, the agent must check the box to confirm that he or she is an Ohio resident.

### Change of Address of an Agent

Pursuant to Ohio Revised Code sections 1701.07, 1702.06, 1703.041, 1782.04 and 1705.06, a corporation must appoint and maintain a statutory agent to accept service of process on behalf of the entity. The statutory agent must be one of the following: (1) an Ohio resident; (2) an Ohio corporation; or (3) a foreign corporation that is licensed to do business in Ohio.

Please provide the new agent's address. If the statutory agent is an individual using a P.O. Box address, the appropriate box must be checked to confirm that he or she is an Ohio resident.

### Resignation of Agent

Pursuant to Ohio Revised Code sections 1701.07, 1702.06, 1703.041, 1776.07, 1782.04 and 1705.06, an agent may resign by filing this form, stating their intent to resign and providing the current or last known address of the entity's principal office. On the date of filing this form with our office or prior to that date, the agent must send a copy of the resignation form to the current or last known address of the entity's principal office.

For a domestic for-profit corporation, partnership, limited partnership and limited liability company,

thirty days after the filing of this form, the authority of the agent will terminate. For a domestic nonpro corporation or a foreign corporation, sixty days after the filing of this form, the authority of the agent will terminate.

### **Additional Provisions**

If the information you wish to provide for the record does not fit on the form, please attach additional provisions on a single-sided, 8 1/2 x 11 sheet(s) of paper.

### **Signature(s)**

After completing all information on the filing form, please make sure to sign the form. If the entity is a domestic corporation, the form must be signed by a corporate officer. If the entity is a foreign corporation, the form must be signed by an authorized representative. If the entity is a domestic or foreign limited partnership, the form must be signed by a general partner. If the entity is a domestic or foreign limited liability company, the form must be signed by a member, manager or an authorized representative. If the form is used for an agent's resignation, the resigning agent must sign the form.

**\*\*Note: Our office cannot file or record a document that contains a social security number or tax identifications number. Please do not enter a social security number or tax identification number, in any format, on this form.**