



Filing Form Cover Letter

Please return the approval certificate to:

Name *(Individual or Business Name)*:

To the Attention of *(if necessary)*:

Address:

City:

State

ZIP Code:

Phone Number:

E-mail Address:

- Check here if you would like to receive important notices via e-mail from the Ohio Secretary of State's office regarding Business Services.
- Check here if you would like to be signed up for our Filing Notification System for the business entity being created or updated by filing this form. This is a free service provided to notify you via e-mail when any document is filed on your business record.

Please make checks or money orders payable to: "Ohio Secretary of State"

Type of Service Being Requested: (PLEASE CHECK **ONE** BOX BELOW)

- Regular Service:** Only the filing fee listed on page one of the form is required and the filing will be processed in approximately 3-7 business days. The processing time may vary based on the volume of filings received by our office.
- Expedite Service 1:** By including an Expedite fee of \$100.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 2 business days after it is received by our office.
- Expedite Service 2:** By including an Expedite fee of \$200.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 1 business day after it is received by our office. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Expedite Service 3:** By including an Expedite fee of \$300.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 4 hours after it is received by our office, if received by 1:00 p.m. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Preclearance Filing:** A filing form, to be submitted at a later date for processing, may be submitted to be examined for the purpose of advising as to the acceptability of the proposed filing for a fee of \$50.00. The Preclearance will be complete within 1-2 business days.



Mail this form to one of the following:

Regular Filing (non expedite)

P.O. Box 1329

Columbus, OH 43216

Expedite Filing **(Two business day processing time.**

Requires an additional \$100.00.)

P.O. Box 1390

Columbus, OH 43216

[For screen readers, follow instructions located at this path.](#)

Withdrawal of Business Trust
(121-BTW)
Filing Fee \$50.00
Form Must Be Typed

Any business trust that has filed in Ohio pursuant to section 1746.04 of the Revised Code may withdraw by filing a verified copy of a resolution duly adopted by its trustees declaring its intention to withdraw and surrender its authority.

Name of Business Trust

Registration Number of Business Trust

Please attach the properly notarized copy of a resolution adopted by the trustees.

Instructions for Withdrawal of Business Trust

Pursuant to section 1746.15 of the Revised Code, any business trust that has made the filings described in section 1746.04 of the Revised Code may withdraw from Ohio at any time by filing in the office of the secretary of state a notarized copy of a resolution duly adopted by its trustees declaring its intention to withdraw and surrender its authority.

Trust Information

Please provide the name of the business trust and the registration number assigned by the secretary of state.