Frank LaRose
Ohio Secretary of State

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OhioSoS.gov | Business@OhioSoS.gov
File online or for more information: OhioBusinessCentral.gov

Return Documents To:

Name *(Individual or Business Name):*

Email Address *(Required):*

To the Attention of *(If Necessary):*

Address:

City:

State

ZIP Code:

Phone Number:

SERVICE TYPE - Check only **ONE** item below.

Expedited Fees are IN ADDITION to the filing fee on the form.
Failure to include the expedite fee or indicate a selection will result in regular service.

☐ **Regular Service**
- No Expedite Fee.
- Processing Time: 3-7 business days.

☐ **Expedite Service 1**
- Fee: $100
- Processing Time: 2 business days after receipt.

☐ **Expedite Service 2**
- Fee: $200
- Processing Time: 1 business day after receipt.

☐ **Expedite Service 3 (in-person delivery is required)**
- Fee: $300
- Processing Time: 4 hours if received by 1:00 p.m. If received after 1:00 p.m., documents will be processed by noon the following business day.

☐ **Preclearance Filing**
- Fee: $50
- Processing Time: 1-2 business days after receipt.

Form 526A Prescribed by:

Frank LaRose
Ohio Secretary of State

For screen readers, follow instructions located at this path.

INSTRUCTIONS

- Include the filing fee.
- Make check or money order payable to Ohio Secretary of State.
- Print on single-sided 8 ½ x 11 paper.
- Double sided paper will be rejected.
- Information must be typed.
- Illegible forms will be rejected

MAIL TO

Regular Service:
P.O. Box 788
Columbus, OH 43216

OR

Expedite Service:
P.O. Box 1390
Columbus, OH 43216

Bulk Agent Name and/or Address Change

(May only be used when updating 6 or more entities)

FILING FEES: | **Step 1: $125.00** *(initial fee to generate report)* | **Step 2: $3.00** *(fee for each updated record due with completed report)*

Check box 1, box 2, or both boxes. Form must be typed.

***Note: This form may not be used to appoint a new statutory agent. Review the instructions to avoid rejection.*

☐ **(1) Update the statutory agent's name on record to reflect a legal name change.**

Agent's Name (include variations if applicable)

New legal name

☐ **(2) Change the statutory agent's address**

Provide every name variation for the agent. If additional fields are required, attach list of name variations.

How the statutory agent's name should appear

Address that is *changing* for the agent:

Street Address

City | State | ZIP Code

Agent's *new* address:

Street Address

City | State | ZIP Code

****Post office boxes and CMRAs are not allowed.**

Addresses that will not be updated

City | State | ZIP Code

I hereby agree to pay the required fees associated with this two-step process. **Two separate payments are required.** The initial payment is $125.00 which covers the cost of the service and the list generated. Upon reviewing the list, a second payment is due which is a fee of $3.00 for every entity name/address being changed. The list must be returned within 30 days or the list is outdated and the process must start over.

_____
Authorized Signature

_____
Print Name

Instructions for Bulk Agent Name and/or Address Change

Allowable Uses of Form

- This form **MAY NOT** be used to appoint a new statutory agent.
- To appoint a new statutory agent, file Form 521, Statutory Agent Update.
- This form may only be used when updating the agent information for six or more business records.
- An agent name may only be changed if the agent has legally changed its name. A legal name change includes: (1) The person who is the agent has legally changed their name: or (2) The agent is an entity whose name has been legally changed on record with the Secretary of State's office.
    - Evidence of the legal name change must be provided.

Filing Process

- Pay $125.00 fee with the submission of the form.
- Provide the current name and all name variations to be updated. Additional attachments permitted.
- Provide the current address.
- Based on the information provided on the form, the Secretary of State will return a list of records that will be updated.
- The submitter is required to review the list and remove records that should not be updated or add records that are missing.
- Return the finalized list to our office within 30 days of receipt.
- Records will be updated by the Secretary of State based on an agreed upon schedule which is dependent on the number of records to be updated.
- One the updates are completed; the submitter must pay $3.00 per updated record.
    - 20,000 records x $3.00 = $60,000.00

Pursuant to Ohio Revised Code sections 1701.07, 1702.06, 1703.06, 1782.04, 1706.09 and 1746.04, the statutory agent's address must be in Ohio.

Post office boxes are NOT allowed. Exception: If a Post Office Box and Rural Route Number are both provided, the address is allowed.

Commercial Mail Receiving Agency (CMRA) addresses are NOT allowed. A CMRA is a private business that rents private mailboxes to customers.

Documents containing social security numbers or tax identification numbers will be rejected.