

SECRETARY OF STATE

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**JANNEY & JANNEY
ATTORNEY SERVICE**

CORPORATIONS - DOCUMENT FILING REQUEST FORM

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THIS DOCUMENT IS BEING PROCESSED FOR: (This address will be used for corresponding with the corporation until a Statement of Information is filed. Please type or print legibly.)

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NAME OF CORPORATION: (Please type or print legibly.)

SPECIAL INSTRUCTIONS:

- In addition to the required filing fee, a \$15.00 special handling fee is applicable for processing documents delivered in person at the public counter.
- The \$15.00 special handling fee must be remitted by separate check for each submittal and be retained whether the documents are filed or rejected.
- Please make both checks payable to the Secretary of State.
- If documents have been previously rejected, please include a copy of this request form upon resubmittal

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