

New Frequently Asked Questions for Corporations

1. Question: How do I change my Principal Office Address?

Answer: How you change your principal office address depends upon the type of entity.

- a. Business Corporations, Limited Liability Companies, Limited Liability Partnerships and Registered Limited Liability Partnerships should change this information on their next scheduled annual report or file an interim amended annual report for a \$10 fee.
- b. Professional Corporations and Professional Limited Liability Companies are to submit the change in the principal office address in letter format on the letterhead of the entity to be filed, there will be a \$10 fee to file this change per N.C.G.S. 55-1-22(26).
- c. Nonprofit Corporations have a specific form N-12 entitled "Statement of Change of Principal Office." There is a \$5 fee for filing this form.
- d. Domestic Limited Partnerships file form LP-02 with a \$25 fee to change the address in box number four (4) indicating where records are kept in North Carolina. The form is entitled "Amendment to Certificate of Domestic LP" and is also used to change the registered office address in North Carolina.
- e. Foreign Limited Partnerships file form LP-05 with a \$25 fee. The form is entitled "Certificate of Change/Amendment of Foreign LP" and is also used to change the registered office address in North Carolina.

2. Question: Is a business entity required to be current on all annual reports filings and fees due to the Secretary of State's Office prior to filing a document?

Answer: All annual report filings and fees due to the Secretary of State's office will be required prior to filing a conversion or articles of merger. There are no statutory requirements for submitting delinquent annual reports or fees due to the Secretary of State's Office prior to filing amendments, articles of dissolution or withdrawing from the state.