



Instructions for Filing

Articles of Amendment to Articles of Organization for Domestic Limited Liability Company

[Section 7-16-12](#) of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

This legal document should be typed. All illegible documents will be REJECTED.

How to complete the form:

1. List the entity's ID number. The ID number can be found by looking up your entity in the [Corporate Database](#).
2. List the name of the limited liability company. The entity name can be verified through our [Corporate Database](#).
3. If the entity's name is changing, state the new name. You may check [name availability](#) on our website. If there is no change to the entity name, check the box to indicate no change.
4. If the entity's principal office address is changing, so state. If there is no change to the principal office address, check the box to indicate no change.
5. If the period of its duration is changing, so state. If there is no change to the duration, check the box to indicate no change.
6. If the entity's tax status is changing, so state. For more information about the different tax distinctions, visit the [IRS](#) website. If there is no change to the tax status, check the box to indicate no change.
7. If the entity's management structure is changing, so state. If you check the first box to indicate that the LLC will be managed by its members, **DO NOT** fill out the chart. If you check the second box to indicate that the LLC will be managed by one or more managers, state their names and respective addresses if known. If there is no change to the management structure, check the box to indicate no change.
8. If adding or amending additional provisions, so state. If there are not any provisional changes, check the box to indicate no change.
9. The entity has paid all fees and taxes.
10. Check "Date received" unless you prefer that the Amendment go into effect at a later date than when the form is received in this office. Any later date must be within 90 days of filing.
11. An Authorized Person **MUST** sign and date the form.

How to pay the filing fee:

The filing fee is \$50, payable either by mail via check made payable to RI Department of State or in person via cash, credit card, or check at the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will **NOT** result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Corporate Database](#)
- Enter the name or ID number of your entity and click "Search"
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing"
- Identify desired type of filing and click on "PDF" under "View PDF" to view and print the record

How to maintain your status:

The limited liability company is responsible for filing an annual report each calendar year, excluding the year of organization, between September 1 and November 1. A courtesy reminder will be mailed to the resident agent prior to September 1 of each year. Be sure to follow up with your resident agent concerning the filing of this report. Failure to file an annual report or maintain a resident agent/office may result in the revocation of the Certificate of Organization pursuant to RIGL [7-16-41](#).

Every entity registered with the RI Department of State - Business Services Division may have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing, please visit our [website](#) for further information.



Articles of Amendment
DOMESTIC Limited Liability Company

-> Filing Fee: \$50.00

STAMP

FOR SECRETARY OF STATE USE ONLY

Pursuant to the provisions of RIGL 7-16-12 the undersigned limited liability company hereby amends its Articles of Organization as follows:



Form with sections 1-7 for entity information, name changes, address, duration, tax status, and management structure.

MAIL TO:
Division of Business Services
148 W. River Street, Providence, Rhode Island 02904-2615
Phone: (401) 222-3040
Website: www.sos.ri.gov





Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. All fields are REQUIRED.

Name:		Date:
Entity Name:		
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number: