

Fee Schedule for Services and Registration with the West Virginia Secretary of State

Effective July 1, 2001

Corporations / LLCs/ LLPs/ LPs/Associations/Business Trusts

PLEASE NOTE: MOST BUSINESSES MUST REGISTER WITH MORE THAN ONE AGENCY TO MEET ALL STATE REQUIREMENTS. AFTER COMPLETING YOUR REGISTRATION WITH THE SECRETARY OF STATE, APPLY TO THE DEPT. OF TAX & REVENUE FOR A BUSINESS LICENSE. OTHER LICENSES OR PERMITS MAY BE REQUIRED, DEPENDING ON THE NATURE OF THE BUSINESS.

Corporation Registration & Amendment	Registration	Atty-In-Fact	License Tax	Total Cost	Notes:
Articles of Incorporation-- Domestic For-Profit Corporation (Domestic=Organized in WV)	\$50 Prorated, max \$30/yr	Per schedule, min. annual fee	Varies, see instructions on application		Tax based on authorized capital stock & month of filing; attorney-in-fact fee based on month of filing
Articles of Incorporation-- Domestic Non-Profit Corporation	\$25 Prorated, max \$30/yr	None	Varies, see instructions on application		
Certificate of Authority-- Foreign For-Profit Corporation (Foreign=Org. In Other State or Country)	\$100 Prorated, max \$30/yr	Per schedule, min. annual fee	Varies, see instructions on application		Tax based on apportioned capital stock & month of filing, see instructions
Certificate of Authority-- Foreign Non-Profit Corporation	\$50 Prorated, max \$30/yr	None	Varies, see instructions on application		
Certificate of Exemption from Cert. of Auth.	\$25				Limited exemptions: Use state application form
Amendment with Increase of Authorized or Apportioned Capital Stock	\$25	Per schedule	Varies, calculate based on instructions for new corporation		Tax based on amount of increase & month of filing
Restatement with Increase of Authorized or Apportioned Capital Stock	\$25	Per schedule	Varies, calculate based on instructions for new corporation		Tax based on amount of increase & month of filing

Other Business Registration

Sole Proprietorship	---	No filing with Secretary of State; contact Department of Tax & Revenue			
General Partnership	\$50	Filing with Secretary of State optional			
Domestic Limited Liability Company	\$100	Prorated, max \$25/yr			
Foreign Limited Liability Company	\$150	Prorated, max \$25/yr			
Domestic Limited Liability Partnership	\$250	Registration for one year			
Domestic LLP -- Annual Renewal	\$500				
Annual Report LLC -- Foreign & Domestic	\$25	Attorney in Fact -- Not prorated			
Foreign Limited Liability Partnership	\$500	Reregistration required each two years			
Domestic Limited Partnership	\$100	Prorated, max \$25/yr			
Foreign Limited Partnership	\$150	Prorated, max \$25/yr			
Business Trust	\$50	Prorated, max \$25/yr			
Voluntary Association	\$50	Prorated, max \$25/yr			
Credit Service Organization	\$50	Additional filing; file corp. or other business registration first			
Purchaser of Future Payments	\$50	Additional filing; file corp. or other business registration first			

Business Changes

Amendment	\$25	All business types; see above for amendment incr. authorized capital stock			
Merger -- for first two companies plus, for each additional company	\$25 \$15 or \$5	All applicable business types Domestic mergers @\$15 per add'l party / foreign mergers @\$5 per add'l party			
Restatement	\$25	All applicable business types; see above for restatement incr. capital stock			
Trade Name Registration (True Name/DBA)	\$25	All applicable business types; not available for Limited Liability Companies			
Conversion	\$25	All applicable business types; plus cost of registration of new business type			
Change of Prin. Office, Agent, Officers, Mgrs	\$15	Each notice \$15; may make multiple changes in one company with one notice			
Dissolution/Withdrawal/Termination/Cancell.	\$25	All applicable business types			
Revocation of Voluntary Dissolution	\$15	All applicable business types			

Other filings

Name Reservation (120 days)	\$15
Name Registration (Foreign Corp., LP, LLP)	\$25
Registration Renewal for Additional Year	\$10
Trademark or Service Mark	
Registration (10 yr) or Renewal	\$50
Assignment/Recording Other Document	\$25

Service of Process

Service/Per Defendant (In U.S.)	\$20
Service/Per Defendant (Outside U.S.)	\$30
Service/Per Suggestee	\$20
Change of Agent of Process (see above for filing multiple changes)	\$15
Certified copies	See reverse

Certificates

Cert. of Good Standing	\$10
Cert. of Existence/Authorization	\$10
Cert. of Charter/Organizing Document plus for each amend. or other doc.	\$15 \$5
Any other certificate not specified	\$10
Recording document not specified	\$10

Uniform Commercial Code

Any Filing	\$10
Applies to UCC-1, UCC-2, UCC-3, standard & non-standard forms, one or more debtor names, with or without attachments	
Search--Each hour or fraction thereof	\$5
Plus for copies of filings found	\$.50 per page

Fee Schedule for Services and Registration with the West Virginia Secretary of State

Effective July 1, 2001

Charitable Organizations

Registration of Charitable Organization--Annual	
Collecting less than \$1 million / year	\$15
Collecting more than \$1 million / year	\$50
Late Registration	\$25/mo.
Registration of Professional Fundraiser	\$100
Searches & Copies -- See below	

Private Investigator & Security Guard License

WV Resident Application for License	
Individual License -- New or Renewal	\$150
Firm License -- New or Renewal	\$250
Non-Resident Application for License	
Individual License--New or Renewal	\$550
Firm License--New or Renewal	\$550
NOTE: Fee includes \$50 non-refundable application processing fee. Remaining license fee is refunded if application rejected.	

Notary Public & Commissioner for WV

Notary Public Commission - 10 yr.	\$52
Name change	\$2
Address change	\$2
Commissioner for WV	\$100

Administrative Law

Code of State Rules	\$635
Includes 12-vol set, shipping, 1 yr. update service	
Index to CSR	\$35
Subscription Services (Cost per year)	
State Register (mailed weekly)	\$250
Update Service for CSR (mailed monthly)	\$150
Ethics Opinions (mailed monthly)	\$100
Education Grievance Decisions (mailed monthly)	\$450
Copy Charge for individual documents-1st 50 pp. \$2	+\$.20/pg
Additional pages over 50 pp.	\$.10/pg
Copy charge for book format documents -1st 50 pp. \$5	+\$.20/pg
Additional pages over 50 pp.	\$.10 pg

Other Certifications and Recordation

Apostille/Certification of Officer	\$10
\$10 for first Apostille/Certification of Officer	
Each additional Apostille/Certification for the same notary and/or public official in the same transaction	\$5
Cert. of Membership of Bd. or Commission	\$10
Any other certificate not specified	\$10
Cert of copies of records -- Copy charge plus	\$10
Recordation of any other document	\$5

Searches and Copies of Official Records on Request (Not applicable to UCC searches: see reverse)

NOTE: Search charges will only be applied when Secretary of State staff must spend more than 15 minutes to locate a document, or when vendors providing archive services must retrieve the document at an off-site location. For minimal search time, only the copy charges will be applied. Search charges are in addition to copy and certification charges.

Search of off-site archival records	\$10
plus for each additional hour or fraction	\$10
Search of on-site records for copies or printouts	\$5
Search of electronic format records requiring special programming by IS&C or other vendor	Actual cost, but not less than \$25
Photocopies or printouts of documents or data	\$1 first page + .50/pg
Data on disk (all divisions)	\$5/disk, plus cost in least expensive paper format
NOTE: Law restricts resale of data -- contact office	NOTE: Disks are provided by Secretary of State for security reasons

Miscellaneous Services

Publications -- charges to be set approximating (Used for photocopies of lists, reports, guidelines and other documents produced in multiple copies for general public use.)	\$2 + .10/page, rounded to nearest dollar
FAX transmission of copies or lists	\$5 (Search or copy charges may be added if necessary to prepare information for faxing)
Electronic access to database information when available	To be set by rule -- currently all are free

PAYMENT METHOD

Check or money order	-make payable to Secretary of State.
Cash	-in-person only please! No \$100 bills.
Prepaid Account authorization form	-\$300 minimum to establish account -- for regular customers only.
Credit Cards	-VISA, American Express, Master Card and Discover Card.

WARNING: PAYMENT IS REQUIRED BEFORE SERVICES CAN BE PROVIDED. PLEASE DETERMINE THE CORRECT FEE BEFORE SENDING YOUR REQUEST. INCORRECT FEES MAY CAUSE WORK TO BE RETURNED.

Contacts:

Telephone: Corporations Division	(304) 558-8000
Telephone: All Other Divisions	(304) 558-6000
Toll Free Help Line	1-866-SOS-VOTE (1-866-767-8683)
Main FAX number	(304) 558-5142
Other FAX numbers	(304) 558-5758 (304) 558-0900
Email:	wvsos@wvsos.com

Mail to:

(Division Name)
Secretary of State
Bldg. 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, WV 25305-0770