



Paragon Document Research, Inc.

Nationwide / International

612-767-6844 (800) 892-4235 Fax (612) 728-1100
P.O. Box 4627 • St. Paul, Minnesota 55101
www.paragondocuments.com
E-mail: info@paragondocuments.com

Assumed Name Annual Renewal

Dear Corporate Officer:

RE: 2015 Certificate of Assumed Name Annual Renewal Filing

All Assumed Names governed under *Minnesota Statutes, Chapter 333* are required to file an Annual Renewal once every calendar year. Your Certificate of Assumed Name (Certificate), as filed with the Minnesota Secretary of State's Office shall remain in effect as long as an annual renewal for the Certificate is filed by December 31 of each calendar year.

The Certificate will expire in the calendar year following a calendar year in which the Annual Renewal was not filed. Your Certificate is up for renewal this year, and will need to be renewed every year hereafter.

Find enclosed a form for the Certificate of Assumed Name Annual Renewal, for filing with the Minnesota Secretary of State. Please complete the easy to follow instructions highlighted below:

- 1) Complete the enclosed Certificate Renewal Form. List the File Number; Assumed Name, and the Principal Place of Business, as required by the State.
- 2) List a Name and Contact Number of a person, regarding the information on this form.
- 3) Write a check made payable to Paragon Document Research, Inc. for \$25.00. This covers the filing processing fee and a confirmation filing copy returned to you for your records.
- 4) Assumed name Amendments are available if your address has changed. Please contact us.

As a part of our ongoing service commitment to you, we will contact you each year to ensure your Annual Renewal of Certificate is filed in a timely manner. If this document is not filed by December 31, the Minnesota Secretary of State will place your Assumed Name in an expired state. The Assumed Name may be reinstated by filing the protocol documents along with the statutory reinstatement and processing fees.

Thank you for your trust in our services. If you should have any questions regarding this action or any other document retrieval services, please feel free to contact us at 651.222.6844, or toll-free at 800.892.4235.: *Any payments returned due to NSF are subject to a \$35 processing fee, in addition to the original amount due and any charges from financial institutions.*

Sincerely yours,

Beth Johnson

Filing Documentation Department
BJ/ts

Enclosure: MN 2015 Annual Renewal for Assumed Name Form and return envelope
(We also have additional forms for Assumed Name Amendments if a name or address change has occurred.)

*** THIS IS NOT A COMMUNICATION FROM A STATE AGENCY PARAGON IS A PRIVATE SERVICE COMPANY ***
*** OFFERING BUSINESS FILING SERVICES FOR A FEE ***

Secretary of State - Minnesota

Assumed Name - Annual Renewal - *Minnesota Statutes, Chapter 333*

Current Information on File

1. File Number

Must be filed by December 31

Read the instructions before completing this form.

:

(If changes are needed, see instructions for further details.)

2. Assumed Name: (Required)

3. Principal Place of Business Address: (Required)

Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

List a name and daytime phone number of a person who can be contacted about this form:

Entities that own, lease, or have any financial interest in agricultural land or land capable of being farmed must register with the MN Dept. of Agriculture's Corporate Farm Program.

Does this entity own, lease, or have any financial interest in agricultural land or land capable of being farmed?

Yes No

NOTICE: Failure to file this form by December 31 of this year will result in the expiration of this assumed name without further notice from the Secretary of State, pursuant to Minnesota Statutes, section 333.055.

AssumednamerenewalRev.11/29/2012

***** THIS IS NOT A COMMUNICATION FROM A STATE AGENCY. PARAGON IS A PRIVATE SERVICE COMPANY *****
***** OFFERING BUSINESS FILING SERVICES FOR A FEE *****

INSTRUCTIONS

All assumed names governed under *Minnesota Statutes*, Chapter 333 are required to file an annual renewal once every calendar year after the time of expiration of their ten year term (effective in 2011). The annual renewal will be filed for the calendar year in which the current expiration date is listed. Filing this Annual Renewal does not satisfy any other legal requirement. If Minnesota statutes or rules require a filing with another office, you must submit that filing separately.

If changes to the assumed business name or principal place of business address are necessary, an amendment form along with a \$30 filing fee must be included with the annual renewal form.*

Note: You cannot use the annual renewal form to make changes to your Certificate of Assumed Name.

1. **File Number:** List the file number issued by the Office of the Secretary of State.
2. **Assumed Name:** (Required) List the business name on file with the Secretary of State.
3. **Principal Place of Business Address:** (Required) List the Principal Place of Business Address on file with the Secretary of State.

Email Address for Official Notices. This email address may be used to send annual renewal reminders and other important notices that may require action or response. Check the box if you wish to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

List a name and daytime telephone number of a person who can be contacted about this form.

An Assumed Name that has been dissolved or expired by the Secretary of State's Office for failure to file an annual renewal, may retroactively reinstate its existence by filing the current year's renewal and paying a \$25 fee* if submitted by mail, \$45 for expedited service. This document may be filed directly with the Secretary of State at no additional fees when not expedited. Paragon reviews, hand submits your documents for filing with the Secretary of State, verifies its accuracy, keeps your organization reminded on a yearly basis and updated on any corporate statute changes that may affect your organization.

*Please add a \$25 processing fee to all statutory filing fees stated above for expedient completion through PDR.

MAIL TO:
Paragon Document Research Inc.
PO Box 4627
St. Paul, MN 55101-4627

(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)
Phone Lines: Metro Area 651-222-6844; Greater MN 1-800-892-4235

All of the information on this form is public. Minnesota law requires certain information to be provided to process this type of filing. Failure to provide the requested information may prevent the approval or further processing of this filing. Paragon does not release your filing information to the general public or private entities for mailing solicitations.

***** THIS IS NOT A COMMUNICATION FROM A STATE AGENCY. PARAGON IS A PRIVATE SERVICE COMPANY *****
***** OFFERING BUSINESS FILING SERVICES FOR A FEE *****