

ASSUMED NAME ANNUAL RENEWAL INSTRUCTIONS

Fee \$65

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, contact Paragon Document Research, Inc. (Paragon) for an amendment form.

Amendment forms are \$60, which includes Secretary of State statutory and Paragon processing fees. Does not include county newspaper publication fees for New or Amended Certificates of Assumed Name.

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

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

Annual Renewals: Please provide \$65 for PDR processing fee for all currently active Assumed Names. Add \$55 if expedited services, at the Secretary of State, are necessary (Filing TAT 24 hours).

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.

Reinstatements: An Assumed Name that has been dissolved or Administratively 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 \$140 fee, which includes state statutory and Paragon processing fees. if submitted by mail. For expedited

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services, add an additional \$55. Paragon reviews, and 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 Minnesota statute changes that may affect your organization.

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

(Staffed 8 a.m. – 5 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.

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