

**CHECKLIST FOR RECORDING**  
**ARTICLES OF AMENDMENT FOR**  
**FOR-PROFIT INCORPORATION**

- Original plus two (2) copies of the Articles of Amendment
- Original plus two (2) copies of the official Name Reservation certificate from the Secretary of State (ONLY IF CHANGING NAME)
- Cash, check or money order (no debit or credit cards) in the amount of \$27.25, payable to Probate Judge, Madison County
- Check or money order (no cash, debit or credit cards) in the amount of \$10.00, payable to Secretary of State ~ (ONLY IF CHANGING NAME)

*If changing the registered office or agent, an additional form and amount of \$5.00 needs to be sent directly to the Secretary of State.*

NOTE: Payments to the Probate Judge and Secretary of State must be made separately.