



# ARTICLES OF AMENDMENT (Non-profit)

Title 30, Chapters 21 and 30, Idaho Code

Filing fee: \$30 typed, \$50 not typed

**Complete and submit the application in duplicate.**

1. The name of the corporation is:

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**If the corporation has been administratively dissolved and the corporate name is no longer available for use, the amendment(s) below must include a change of corporate name.**

2. The text of each article being amended:

3. The date of adoption of the amendment(s) was: \_\_\_\_\_

4. Manner of adoption (check one):

Each amendment consists exclusively of matters which do not require member approval pursuant to section 30-30-705, Idaho Code, and was, therefore, adopted by the incorporators, or by the board of directors. (Please fill spaces below)

- a. The number of directors entitled to vote was: \_\_\_\_\_
- b. The number of directors that voted for each amendment was: \_\_\_\_\_
- c. The number of directors that voted against each amendment was: \_\_\_\_\_

The amendment consists of matters other than those described in section 30-30-705, Idaho Code, and was, therefore adopted by the members. (Please fill spaces below)

- a. The number of members entitled to vote was: \_\_\_\_\_
- b. The number of members that voted for each amendment was: \_\_\_\_\_
- c. The number of members that voted against each amendment was: \_\_\_\_\_

Secretary of State use only

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# INSTRUCTIONS

If the document is incorrect, provide contact information where can you be reached for corrections:

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Phone Number

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Email address

**Note: Complete and submit the application in duplicate.**

Use of this form is optional. You may either use this form OR draft your own articles of amendment, pursuant to Idaho Code §30-30-705.

1. Line 1 - Enter the name exactly as it appears in the records of the Office of the Secretary of State, before filing of this amendment.

If the corporation has been administrative dissolved and the name is unavailable, this amendment must be filed as a change of corporate name.

2. Line 2 - In item # 2, set out the text for each article which has been amended. If the amended text is too long to fit in Item # 2, do not use the form; draft your own articles of amendment. If the amendment consists of a corporate name change Idaho Code requires that the new name of the corporation comply with Title 30, Chapter 21, Part 3, Idaho Code, including the designation of corporate ending. The options for such requirement are corporation, incorporated, company, limited, or any abbreviation of such words. It is advised that you contact the Secretary of State to check for name availability before filing.
3. Line 3 - Enter the date of the meeting upon which such amendments were voted and approved.
4. Line 4 - Check the first box only if the amendment or amendments consist of no more than the actions listed in section 30-30-702, Idaho Code (e.g. extension of duration, deletion of initial directors or initial registered agent, or change of corporate ending on corporate name), and the board of directors approved the amendment(s). Also use this area if the articles of incorporation specifies that the corporation does not consist of voting members, upon which the amendments would be approved solely by the directors. If the articles of incorporation designate the corporation to have voting members you must check the second box and fill in the information regarding the membership vote.
5. The articles of amendment must be signed by the presiding officer of the board of directors or by an officer of the corporation. Please identify the person signing the document by typing his/her name below the signature and indicate in what capacity he/she signs (for example: President, Secretary, etc.)
6. Enclose the appropriate fee (make checks payable to Idaho Secretary of State):
  - a. Application fee is \$30.00. (\$50.00 if not typed)
  - b. If expedited service is requested, add \$20.00 to the filing fee.
  - c. If the fees are to be paid from the filing party's pre-paid customer account, conspicuously indicate the customer account number in the cover letter or transmittal document.

Pursuant to Idaho Code § 67-910(6), the Secretary of State's Office may delete a business entity filing from our database if payment for the filing is not completed.

7. Mail or deliver to:

Office of the Secretary of State  
450 N. 4th Street  
PO Box 83720  
Boise ID 83720-0080

8. If you have questions or need help, call the Secretary of State's office at (208) 334-2301.



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Secretary of State use only

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_