Frank LaRose
Ohio Secretary of State

Telphone: 877.767.3453
OhioSoS.gov | business@OhioSoS.gov
File online or for more information: OhioBusinessCentral.gov

Prepayment Account Submission Form

Form Must Be Typed

Email form to prepay@OhioSoS.gov or Fax to 614.485.7045

The following customer has established a prepayment account with the Ohio Secretary of State's Office. Filings submitted with this form will be processed and filing fees will be deducted from the prepayment account. Reconcilement of account activity is the responsibility of the customer. Account information may be monitored on the Ohio Secretary of State's website.

Customer Name: _____

Phone Number: _____

Email Address: _____

Prepayment Account Number: _____

Name of the Business Entity Associated with this Form: _____

Submit expedited and non-expedited filings separately. If you want the approval certificate to be mailed to a separate address (not the address associated with the prepayment account) then you must also attach a correspondence sheet).

☐ **Expedite Service 1**
(Include expedite fee of $100.00 and filing will be processed within 24 to 48 hours after it is received by our office.)

☐ **Expedite Service 2**
(Include expedite fee of $200.00 and filing will be processed within 12 to 24 hours after it is received by our office; **this service is only available to walk-in customers**.)

☐ **Expedite Service 3**
(Include expedite fee of $300.00 and filing will be processed within 4 hours after it is received by our office, if received by 1:00 pm; **this service is only available to walk-in customers**.)

☐ **Regular Filing** (non-expedite)