



Toll Free: 877.767.3453 | Central Ohio: 614.466.3910

[OhioSoS.gov](http://OhioSoS.gov) | [business@OhioSoS.gov](mailto:business@OhioSoS.gov)

File online or for more information: [OhioBusinessCentral.gov](http://OhioBusinessCentral.gov)

## Prepayment Account Use Form

Form Must Be Typed

Business Name

Business Address

City  State  ZIP Code

### Primary Contact

Name

Phone Number

E-mail Address

### Secondary Contact

Name

Phone Number

E-mail Address

The following prepayment account number has been established with the Secretary of State's Office for the exclusive use of the above named business. **Unauthorized use may result in cancellation of the filings processed.**

**Secretary of State: Please process the filings submitted with this form, and charge the fee to the prepayment account number listed below.**

Prepayment Account Number

Number of filings submitted

*(Separate expedite and non-expedite filings and submit separately.)*

- 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 after it is received by our office, if received by 11:00 am; **this service is only available to walk-in customers.**)
- Regular Filing** (non-expedite)

**Note:** Reconciliation of account activity is the responsibility of the business establishing the account. Account information may be monitored via the internet at: [OhioSoS.gov](http://OhioSoS.gov). SOS should be notified of discrepancies within 45 days of posting.