

Instructions: Form SS-4534

Change of Registered Agent/Office



Business Services Division
Tre Hargett, Secretary of State
State of Tennessee

Submission Options

A Change of Registered Agent/Office form may be filed using one of the following methods:

E-file: Go to <https://tnbear.tn.gov/Ecommerce/RACHangeInstr.aspx> and use the online tool to complete the Change of Registered Agent/Office and pay the fee by credit card or debit card. When paying by credit/debit card, there is a service fee charged to the customer. Applicants who do not wish to pay the service fee to file online may choose the "Print and Mail, Paper Submission or Walk-In" option at no additional cost.

Print and Mail: Go to <https://tnbear.tn.gov/Ecommerce/RACHangeInstr.aspx> and use the online tool to complete the Change of Registered Agent/Office form. Print and mail the filing form along with the required filing fee to the address listed below.

Paper submission: A blank Change of Registered Agent/Office form may be obtained by going to sos.tn.gov and entering SS-4534 in the search bar; by emailing the Secretary of State at TNSOS.CORPINFO@tn.gov, or by calling 615-741-2286. The Change of Registered Agent/Office form should be typed or hand printed in dark blue or black ink.

Walk-in: A blank Change of Registered Agent/Office form may be obtained in person at the Secretary of State's Office at the address listed below.

If submitting by mail, send the completed form and the filing fee together in the same envelope. Mail to:

Tennessee Secretary of State
ATTN: Corporate Filing
312 Rosa L. Parks Ave FL 6
Nashville TN 37243

Fill in the form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give legal advice.

Completing the Form

1. **Control Number:** The Secretary of State Control Number is a unique number assigned to every corporation, limited liability company and limited partnership formed or qualified in Tennessee. To find yours you may visit: <https://tnbear.tn.gov/ECommerce?FilingSearch.aspx>

Entity Name: Enter the exact legal name of the business entity as listed on the records of the Tennessee Secretary of State for which you are making a change to the Registered Agent. To find entity information visit: <https://tnbear.tn.gov/ECommerce/FilingSearch.aspx>

2. **Registered Agent Change:** Select if the agent change is submitted by the Business Entity or by the Registered Agent.
3. **Current Registered Agent:** Enter the current registered agent and their complete address.
4. **New Registered Agent:** Enter the new registered agent and their complete physical office address in Tennessee. The address will be verified and formatted to United States Postal Service Address Deliverability guidelines. If the address cannot be recognized as deliverable by the United States Postal Service, the form will be rejected by the Division of Business Services. A post office box is not acceptable for the registered agent/office address.

Signature

By signing this form, the submitter attests that after the changes, the street address of the registered office and the business office of the registered agent will be identical.

Sign and date the form in the appropriate spaces. Print/type your name and list your title or capacity.

Filing Fee

The filing fee is \$20.00.

Make the check, cashier's check or money order payable to the Tennessee Secretary of State. Cash is only accepted for walk-in filings. Requests submitted without the proper filing fee or made payable to an entity other than the Tennessee Secretary of State will be rejected.

**STATEMENT OF CHANGE OF REGISTERED
AGENT/OFFICE BY ENTITY OR AGENT**

SS-4534



Tre Hargett
Secretary of State

**Division of Business Services
Department of State**

State of Tennessee
ATTN: Corporate Filing
312 Rosa L. Parks Ave, 6th FL
Nashville, TN 37243-1102
(615) 741-2286

Filing Fee: \$20.00

For Office Use Only

Pursuant to the provisions of T.C.A. § 48-15-102 or § 48-25-108 of the Tennessee Business Corporation Act or T.C.A. § 48-55-102 or § 48-65-108 of the Tennessee Nonprofit Corporation Act, T.C.A. § 48-208-102(a)-(b) of the Tennessee Limited Liability Company Act or T.C.A. § 48-249-110(a)-(b) of the Tennessee Revised Limited Liability Company Act, T.C.A. § 61-2-104(b)-(c) or § 61-2-904(d)-(f) of the Tennessee Revised Uniform Limited Partnership Act, T.C.A. § 61-1-1002(b)-(e) of the Tennessee Revised Uniform Partnership Act, or T.C.A. § 61-3-116 or § 61-3-118 of the Tennessee Uniform Limited Partnership Act of 2017, the undersigned hereby submits this application:

1. Control Number: _____
Entity Name: _____

2. Registered Agent Change:
 Change By Business Entity
 Change By Agent

3. Current Registered Agent:
Name: _____
Address: _____
City: _____ ST: _____ Zip Code: _____

4. New Registered Agent:
Name: _____
Address: _____
City: _____ ST: _____ Zip Code: _____

After the change(s), the street address of the registered office and the business office of the registered agent will be identical.

Signature

Title/Signer's Capacity

Printed Name

Date

Submitter Name: _____ Phone #: (_____) _____ - _____