

**DEPARTMENT OF LABOR & ECONOMIC GROWTH
BUREAU OF COMMERCIAL SERVICES
CORPORATION DIVISION
FAX – (517) 636-6437**

CHECKLIST FOR MICH-ELF USERS

Authorized pursuant to P.A. 284 of 1972, as amended

- If you have a concern prior to submitting, check our WEBSITE at (www.michigan.gov/corporations) for forms, statutes, procedures and policies, or call us at (517) 241-6470 to speak with an examiner.
- If you have been assigned a filer number, include the number with each MICH-ELF filing.
- If you are a first time user of MICH-ELF and requesting expedited service, you must obtain a MICH-ELF filer number prior to submitting a request for expedited service on a document.
- Changes to information on MICH-ELF user's account must be submitted before requesting expedited service.
- The credit card will be charged for filing or copy fees on all documents submitted and any applicable expedited fees. Standard fees for copies and certificates on MICH-ELF are:

- Fee for certificates is \$10.00

- Fee for copies is \$1.00 per page, \$6.00 minimum

- To determine fee for certified copy add certificate fee and copy fee together.

For example:

- Good standing certificate - \$10.00

- Copy of 4 page Articles - \$6.00

- Certified copy of Articles - \$16.00

An expedited service fee of 25% is added to the fee for certificates or copies ordered in person or via MICH-ELF, in accordance with the fee schedule approved by the State Administrative Board.

For assistance with computing fees, please contact Document Review at (517) 241-6470 prior to submission or give us permission, on the fax cover sheet, to collect fees "up to" a specified amount.

- When filing a document for an existing entity we verify 2 identifiers; name and ID number. To verify this information, contact (517) 241-6470, fax your inquiry to (517) 241-0538, or check our website at www.michigan.gov/corporations.
- Include the title of the appropriate officer or authorized agent on line below signature.
- Check name availability and spelling before document is submitted. To verify availability contact (517) 241-6470, or fax your name availability inquiry to (517) 241-0538.
- Documents delivered will be processed and stored electronically. If a document is illegible or requires adjustment, the document will need to be replaced.
- When sending a replacement, include your MICH-ELF filer number and examiner's name on the first page of the transmission.