



State of Wisconsin
Department of Financial Institutions

Scott Walker, **Governor**

Ray Allen, **Secretary**

-- NOTICE --

Paper Document Submissions

Dear Valued Customer,

The Corporations Unit in the Division of Corporate and Consumer Services has a new fiscal receipting program. While that should not directly affect you, it does affect how we handle the documents you submit to us for filing. We ask your assistance to help make this process as efficient as possible which will result in continued excellent turnaround time for you.

Please follow these helpful suggestions when submitting your paper documents for filing:

- Send only one (1) copy of the document. We will return an Endorsed, Filed-stamped copy for your records provided the Contact section on the form has been filled-in with a name and address. (Paper annual report filings are excluded.)
- Do not use any staples. Use paper clips, if necessary.
- Use paper that is free of shading. If faxing, make sure the document is legible prior to sending. Documents are imaged for storage and retrieval. Shaded areas do not scan well. If a document is hard to read when scanned, it will be returned for a better copy which may delay your filing.
- Set the type font at a size that is easy on the eyes and well-defined after scanning. A font size of at least 10 pt is recommended.
- Please use black ink.
- Submit one check for all fees (filing fees and expedited fees) for all documents submitted in one envelope.
- Do not send a return envelope. Documents are now initially processed at a location other than our department. While we appreciate the thoughtfulness, it has become costly and impractical for us to try to retrieve self-addressed, stamped envelopes. (Paper annual report filings are excluded.)
- Send all correspondence, *other than annual reports and voucher payments*, to our new Post Office Address:
State of WI—Dept. of Financial Institutions
PO Box 93348
Milwaukee WI 53293-0348
- Annual reports and report voucher payments should be mailed to the address indicated on the report or voucher.

New Online Form Versions!

We are also adding more online versions of documents as an ongoing project. The following forms have recently had an online version deployed for your convenience:

- Fms 10 and 510 - Articles of Dissolution for business corporations and LLCs (Ch 180 and Ch 183)
- Fm 102 - Articles of Incorporation for a nonstock, not-for-profit corporation (Ch 181)

Thank you!