

**DO NOT STAPLE**

Sec. 185.08  
Wis. Stats.

State of Wisconsin  
Department of Financial Institutions  
Division of Corporate and Consumer Services



**PRINCIPAL OFFICE / AGENT / AGENT'S ADDRESS CHANGE**  
(as an AMENDMENT for a COOPERATIVE ASSOCIATION only)

A. Name of the cooperative: \_\_\_\_\_

B. Before giving effect to this amendment, the cooperative's principal office, or its registered agent, is located in \_\_\_\_\_ county, Wisconsin.

C. Text of Amendment: RESOLVED, THAT the articles of incorporation be amended to change the address of the cooperative's principal office or its registered agent and/or registered address in Wisconsin to be:

Registered agent: \_\_\_\_\_

Street # and name: \_\_\_\_\_

City: \_\_\_\_\_ WI \_\_\_\_\_ (Zip Code)

County: \_\_\_\_\_

D. The undersigned certify that the foregoing amendment was adopted on \_\_\_\_\_ (date) by a majority affirmative vote of the Board of Directors, under sec. 185.08 (2) (a) of the Wisconsin Statutes.

E. Contingency Remark

The physical location of the cooperative's principal office or registered agent is unchanged. The change of address reflected in this amendment is the result of the action of a governmental agency in changing the description of the address of said office or agent. Attached is a **copy of the notice of action** issued by the governmental agency.

F. Executed on \_\_\_\_\_ (date)

(Affix seal or state that there is  
No Seal)

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

This document was drafted by \_\_\_\_\_  
(Name the individual who drafted the document)

**INSTRUCTIONS** (Ref. ss. 185.08, Wis. Stats. for document content)

Please use **BLACK** ink. Submit two signed copies to State of WI-Dept. of Financial Institutions, Box 93348, Milwaukee WI, 53293-0348, together two separate checks, one for the **FILING FEE** and other for the county **RECORDING FEE** (see instructions below). Filing fee is **non-refundable**. (If sent by Express or Priority U.S. mail, address to 201 W. Washington Ave., Suite 300, Madison WI, 53703). Both copies must bear original manual signatures. **NOTICE:** This form may be used to accomplish a filing required or permitted by statute to be made with the department. Information requested may be used for secondary purposes. If you have any questions, please contact the Division of Corporate & Consumer Services at 608-261-7577. Hearing-impaired may call 711 for TTY. This document can be made available in alternate formats upon request to qualifying individuals with disabilities.

A. Enter the name of the cooperative.

B. Enter the name of the county within which the cooperative has its principal office or its registered agent, before giving effect to this change.

C. Enter the name of the cooperative's new (or continuing) registered agent, if it determines to designate a registered agent. Enter the complete street address of the new (or continuing) registered agent or, if the cooperative does not maintain a registered agent, the address of the cooperative's new (or continuing) principal office. Provide the name of the county within which the new (or continuing) agent or office is located.

D. Enter the date the amendment was adopted by the Board of Directors.

E. If the change of address of the registered agent or principal office is the result of a renumbering or renaming of the address by a governmental agency, but does not involve a move of the physical location of such address, mark (**X**) this contingency remark and provide a copy of the notice of action by the governmental agency in directing the address change.

F. Enter the date the document was signed. The document is to be signed by the cooperative's President (or Vice-President) and Secretary (or Assistant Secretary), and the corporate seal affixed. If the cooperative does not have a seal, enter the remark "No Seal." Original signatures are required.

If the document is executed in Wisconsin, sec. 182.01(3) provides that it shall not be filed unless the name of the person (individual) who drafted it is printed, typewritten or stamped thereon in a legible manner. If the document is not executed in Wisconsin, enter "not executed in Wisconsin."

**FILING FEE** - \$10.00. If the amendment changes only the registered agent without any change of address, there is **NO FILING FEE**. If the amendment involves only a change of address resulting from an action by a governmental agency (Item E "Contingency Remark"), there is **NO FILING FEE**. Make check payable to **Department of Financial Institutions**.

**RECORDING FEE** - \$30.00. For reference to Register of Deeds fees, go to [www.wrdaonline.org](http://www.wrdaonline.org). Make check payable to **Register of Deeds**, but submit the check to the Department of Financial Institutions with the document. The department will forward the check and a copy of the filed document to the Register of Deeds for recording. If the amendment changes the address of the cooperative's registered agent or principal office to new county, provide an additional original of the document and a check for **each** Register of Deeds.

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▲ Your **name, return address** and **phone number** during the day: (        ) \_\_\_\_\_ - \_\_\_\_\_