



DO NOT STAPLE
FORM **204-13**

PRINCIPAL OFFICE / AGENT / AGENT'S ADDRESS CHANGE
COOPERATIVE
Sec. 185.08 Wis. Stats.

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)

Secretary

President

This document was drafted by _____
(Name the individual who drafted the document)

Office Use Only

PRINCIPAL OFFICE / AGENT / AGENT'S ADDRESS CHANGE - COOPERATIVE

▲ **Please provide an email or postal mailing address for the filed copy of the document.**

Your **phone number** during the day: _____

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

Please use Black ink. Submit one signed, notarized copies to State of WI-Dept. of Financial Institutions, PO Box 7846, Madison WI, 53707-7846, 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, please visit www.wdfi.org/contact_us/ for current physical address). Both copies must bear original manual signatures. This form may be used to accomplish a filing required or permitted by statute to be made with the department.

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 <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.

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."