



Matt Schultz
Secretary of State
State of Iowa

Notice To:
Charge Account Customers
Regarding Filing Procedures

To Customers with Charge Accounts:

1. Decide if you are charging the fee to your account.

The Charge Transaction Form below **must** be filed with all filings for which you are charging the filing fee to the charge account. (When filing multiple filings simultaneously, one Charge Transaction Form is sufficient)

2. Supply the invoice reference information on the form in the space provided.

This detail will appear on your billing to remind you of the subject of the particular filing.

3. Ensure you are ready to send your filing and the Charge Transaction Form together.

Documents not accompanied by the Charge Transaction Form will be returned but will not be filed.

4. Mail or fax your filings to:

Iowa Secretary of State's Office
 First Floor, Lucas Building
 321 E. 12th St
 Des Moines, IA 50319
 Fax: 515-242-5953



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Charge Transaction Form

Instructions: Please type or print clearly. After completing this form, sign and date it. Return this form with the filing to the secretary of state's office for processing.

1. **Customer Account Number:** _____

2. **Customer Name:** _____

3. **Invoice Reference:** _____
(This description will appear on your monthly statement. Maximum 30 characters.)

4. **Authorized Signature:** _____ **Date:** _____

SHADED AREA - FOR OFFICE USE ONLY

Transaction Date: _____ Dept. _____ Amount: \$ _____