



**Paul D. Pate**  
**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: \_\_\_\_\_ ITEM CODE: \_\_\_\_\_ Amount: \$ \_\_\_\_\_