



PAUL D. PATE
Secretary of State
State of Iowa

Charge Account
Terms and Conditions

An Applicant for a charge account with the Office of Iowa Secretary of State is subject to the following terms and conditions affecting Applicant's account:

1. Iowa Secretary of State charge accounts are available only to business entities. Individuals will not be approved for or obtain charge accounts.
2. Application for an account shall be made on a form prescribed and furnished by the Secretary of State. The account holder is subject to the terms and conditions contained in this document. The Secretary of State reserves the right to make changes to the terms and conditions of the account. In order to minimize risk to public funds, the Secretary of State reserves the right to review public records to help it determine whether to open an account.
3. Applicant must provide a valid federal employer identification number (EIN) at the time of application. Failure to provide a valid EIN is sufficient basis for the Secretary of State to deny the application. The EIN will be used to assist in the recovery of delinquent accounts.
4. Account holder shall pay an annual fee of \$25.00 for the privilege of maintaining an account. In the first year of service, this fee shall be pro-rated for the month in which the account is established (see chart below.) Annually in July, the \$25.00 fee will be automatically billed to the account. This fee shall cover a twelve-month period beginning July 1 and ending June 30. The fee shall be used for the purpose of offsetting the expenses incurred by the Secretary of State in maintaining the account.

Annual Account Fee is \$25.00. In the first year of service, the fee is pro-rated as follows:

Service	First Year Fee	Service	First Year Fee	Service	First Year
July	\$25.00	November	\$16.64	March	\$8.32
August	\$22.88	December	\$14.56	April	\$6.24
September	\$20.80	January	\$12.48	May	\$4.16
October	\$18.72	February	\$10.04	June	\$2.08

5. Use of Applicant's account number and personal identification number (PIN) shall constitute proof to the Secretary of State of authorization to file documents and to apply charges to Applicant's account for any fees, surcharges, and other charges incident to such filings. Applicant agrees to be responsible for all such charges.
6. The individual listed as the Account Coordinator on the application form shall be the official contact for any account-related matters as specified in these terms and conditions. This individual will have the ability to terminate or request to change the PIN associated with the account number listed on the application.

7. Applicant is responsible for keeping its account information up to date with the Secretary of State. Changes to any account information specified in the application must be communicated to the Secretary of State within ten (10) business days. Applicant shall communicate such changes in writing by submitting a revised application form showing the unchanged and new information as applicable. Applicant shall include its account number on the form.
8. It is the Account Coordinator's responsibility to maintain the security and integrity of the account and PIN issued. The Account Coordinator agrees to contact the Secretary of State's Office in writing concerning any security and integrity issues related to the use of the account or PIN.
9. The Account Coordinator may request a change of PIN by contacting the Secretary of State's Office. The Secretary of State shall notify the Account Coordinator in writing when such number has been changed or terminated and shall maintain a record of the transaction.
10. The Secretary of State may prescribe and furnish forms for the purpose of authorizing a charge to be made upon an account. The Secretary of State may refuse to charge an account for any service requested without the appropriate form.
11. Third-party filers (such as law firms, service companies, etc.) are responsible for obtaining authorization to file on behalf of each party for whom they undertake to file.
12. UCC filings for which fees are charged under this agreement are made pursuant to the requirements of Iowa Code chapter 554 and IAC 721-30.
13. Applicant agrees to the use of electronic statements. Applicant will provide the Secretary of State's Office with a valid email address. It is Applicant's responsibility to keep its email address up to date with the Secretary of State's Office.
14. When an amount is due, the account holder will receive a monthly notice via email when its statement is ready to download. The statement will include the date and amount of each transaction. A transaction may include more than one fee.
15. Payment of the statement balance is due within ten (10) business days of the date of the statement of account. Applicant agrees to keep its account paid in full. An account is considered delinquent after the expiration of ten (10) business days from the date of the statement of account. **A delinquent account may be frozen until paid in full.** The Secretary of State reserves the right to close a delinquent account.
16. Payments may be made by cash, check, or online by credit card. Applicant agrees to submit only one payment per statement cycle. **Monthly payments made by the use of multiple checks or credit card payments will not be accepted and will be returned to Applicant for correction.**

SECRETARY OF STATE
Attn: Accounting
312 E 12th Street
Lucas Building, 1st Floor
Des Moines, IA 50319

Phone: (515) 435-7612
FAX: (515) 242-5953
www.sos.iowa.gov