

## What you need to file Articles of Amendment

Filing Articles of Amendment is how you amend your original Articles in the State of Colorado. When filing an Amendment, you will need to either change the entity name, add an attachment, or both.

**If you want to change an address or your registered agent, you will need to file a Statement of Change or make those changes on your periodic report.**

Per 7-90-314(1) C.R.S. you must have written consent to list the name of any person in your document, or to use their address. This is for your own records; you do not need to include it with this filing.

- Entity Name
  - Must be distinguishable
  - Must include specific [term or abbreviations](#)
  - Note: capitalization doesn't matter, but punctuation does
- Attachment with other information
  - Anything attached is viewable on our website
  - If you are including an attachment, prepare your attachment before filing. You can find information on attachments on our [FAQ](#)
  - Attachments must be PDF, text (.txt), JPG, GIF, PNG, and TIF files only. Up to 5 documents can be attached. Total attachments cannot exceed 10MB
- Delayed effective date (optional)
  - This is uncommon, you can use this to delay the start of a business filing up to 90 days from the current date. This is commonly used to delay a filing date towards the end of the year or when filing the same document in many states
  - Using this can affect the filing of other documents or opening bank accounts
  - When you don't use a delayed effective date, your filing takes effect immediately after payment
  - Delayed effective date time is optional
- Name of the individual(s) causing the document to be filed
  - This is usually the individual(s) filling out the form
  - The individual(s) listed would be signing the document if the document required a signature
  - The individual(s) named affirms, under penalty of perjury, that the facts stated in the document are true
  - You need to list at least one, but there are times when you need to list more
- Address(es) of the individual(s) causing the document to be filed
  - You must include an address for each individual listed. The address may be the same for everyone listed
  - This information will be viewable by the public
- Notifications
  - You can sign up to receive email or text notifications for your business (reminders, helpful information, etc.)
- Review
  - Review your document before filing to make certain that all information is complete and correct
  - Check that there isn't any personal information you don't want available to the public
- Payment
  - Payment is required before filing. For more information on payment and troubleshooting, visit our [FAQ](#)
  - Payment must be credit, debit, or prepaid account. You cannot pay with a check or cash