



1415 W. Genesee St. • Syracuse, N.Y. 13204 • (315) 422-7011

LLC FORMATION LEGAL NOTICES

You may fill out the form below with information specific to your LLC/Legal Notice or create your own.

Be sure your entity (LLC) name appears exactly as shown on your Certificate of Authority.

Email your legal notice to **lijaspoor@syracusenewtimes.com** as a Word attachment or as text typed in your email.

- Please also include your name, mailing address & phone number.
- Prepayment is required (check, credit or debit card). Deadline is Thursday by noon.
- LLC formation notices are run once a week for 6 consecutive weeks.
- Proof of Publication will be mailed to contact address within one week of last publication.
- Rates: \$0.60/line for first insertion, \$0.51/line for subsequent insertions. Average total with this form is \$53-\$63.

PLEASE FILL IN THE BLANKS BELOW WITH YOUR INFORMATION FROM YOUR CERTIFICATE OF AUTHORITY:

Notice of Formation of _____, LLC. Articles of Organization were filed with the Secretary of State of New York (SSNY) on _____. Office is located in the County of Onondaga. SSNY is designated as agent of LLC upon whom process may be served. SSNY shall mail copy of process to _____

Purpose is any lawful purpose.

ACCOUNT INFORMATION:

Name of Contact Person: _____ Business name: _____

Address: _____

(If PO Box please also include physical street address): _____

City: _____ State: _____ Zip: _____

Daytime Phone number: _____

Email: _____

PAYMENT: (You may also phone in credit card information)

Check # _____

Credit Card # _____ *We accept Visa, Mastercard, Discover and American Express

Exp. Date: _____ CVC code _____ Name as it appears on Credit Card: _____

**Any questions, please call Lija Spoor:
(315) 422-7011 ext. 111 • lijaspoor@syracusenewtimes.com**