File No.: _____

Vermont Secretary of State

APPLICATION TO RESERVE A SPECIFIED BUSINESS NAME

PLEASE RETURN ACKNOWLEDGEMENT TO: (REQUIRED-NAME AND ADDRESS)

NAME _____

ADDRESS _____

_____

_____

Expires: _____

Processed by: _____
FOR OFFICE USE ONLY

MUST BE PRINTED OR TYPEWRITTEN (11A V.S.A. § 1.20(D))
PLEASE REVIEW INSTRUCTIONS ON REVERSE BEFORE BEGINNING.

PRINT RESET

1. **BUSINESS NAME:** *REQUIRED*
   a. **FIRST CHOICE:** *REQUIRED* _____
   b. **SECOND CHOICE:** *OPTIONAL* _____
2. **BUSINESS PURPOSE:** *REQUIRED*
   NAICS CODE (PREFERED) OR BRIEF STATEMENT DISCRIBING PRIMARY GOOD(S) OR SERVICE(S) TO BE PROVIDED UNDER THIS BUSINESS NAME.
   PURPOSE: _____
3. **BUSINESS STRUCTURE FOR WHICH THIS BUSINESS NAME IS INTENDED:** *REQUIRED - SELECT ONLY ONE (1) OF THE FOLLOWING*
   - ☐ **Profit Corporation** (11A V.S.A. § 4.02)
   - ☐ **Nonprofit Corporation** (11B V.S.A. § 4.02)
   - ☐ **Mutual Benefit Enterprise (MBE)** (11C V.S.A. § 112)
   - ☐ **Limited Liability Company (LLC, PLC, or L3C)** (11 V.S.A. § 3006)
   - ☐ **Trade Name** (11 V.S.A. § 1621a)
4. **TYPE OF FILING:** *REQUIRED – SELECT ONLY ONE (1) OF THE FOLLOWING*
   - ☐ **New Reservation.** *EFFECTIVE FOR A PERIOD OF 120 DAYS*
   - ☐ **Renewal.** *RENEWALABLE FOR UP TWO (2) ADDITIONAL PERIODS OF 120 DAYS. EXCEPTION: MBES MAY NOT RENEW A NAME RESERVATION.*
5. **RESERVED FOR:** *REQUIRED*
   a. **NAME:** _____
   b. **ADDRESS:** _____
   City/Town: _____ State/Province: _____
   Country: _____ ZIP/Postal Code: _____-_____
6. **APPLICANT:** *REQUIRED*
   a. **NAME:** _____
   b. **ADDRESS:** _____
   City/Town: _____ State/Province: _____
   Country: _____ ZIP/Postal Code: _____-_____
   c. **EMAIL:** _____

CERTIFICATION OF APPLICATION: *REQUIRED*

I hereby certify, under penalty of law (Title 13 V.S.A. Ch. 65), that as the applicant listed above under line 4, the identity listed under line 4 is my true identity and all information provided above is accurate as of the date of filing; and that this application is provided in duplicate with a Check or Money Order made payable to "VT SOS in the amount of $20.00.

_____ _____
Signature of Applicant Date

PLEASE REVIEW INSTRUCTIONS ON REVERSE BEFORE FILING.

APPLICATION TO RESERVE A SPECIFIED BUSINESS NAME

Submission Instructions

1. Required Documents: Must be filed in **duplicate** (i.e. one original and one copy – or – two (2) originals of this application), **with a check or money order**, payable to "VTSOS," in the amount of **$20.00.**

a. Payments cannot be accepted by phone, fax, or email.

b. Credit cards cannot be accepted for this form.

c. Cash ***SHOULD NOT*** be sent by mail.

2. This form can only be accepted by mail or in person at:

Vermont Secretary of State
Corporations Division
128 State Street
Montpellier, VT 05633-1104

Note: This form cannot be accepted by phone, fax, website, or email.

3. Returned Evidence of Filing: Once processed, this application will be returned with the following documentation:

a. If approved: The approved duplicate of this form.

b. If rejected: **(1)** All documentation submitted, to include the check/money order included.
(2) A checklist detailing the reason(s) for the rejection.

4. Processing Time: Processing may take up to 5-7 business days (based on seasonal filing volume) from the day the form is received in our office.

Form Instructions

General 1: Specified Business Name Reservations are effective for 120 days, and are only renewable for up to two (2) periods of 120 days each (except for MBEs which may only reserve for 1 nonrenewable period of 120 days (11C V.S.A. § 112(a))).

General 2. Information on this application must be current as of the date that this application is filed on behalf of the Corporate or Company owner.

General 3. All information marked *REQUIRED* must be provided.

General 4. Once reserved, only the filer listed on this application may file formation documents under this business name, unless accompanied by an "Application to Transfer a Specified Business Name" (FORM NAME 3a).

General 5. Prior to filing formation documents (i.e. Incorporation, Organization, Registrations, etc.), Business Entities intending to operate a postsecondary school, as defined in 16 V.S.A. § 176 and 176a, shall apply to the state board of education for a certificate of approval pursuant to those sections.

Please Note:

1. ***A BUSINESS NAME RESERVATION DOES NOT CONFER THE AUTHORITY TO DO BUSINESS UNDER THE RESERVED BUSINESS NAME.***
2. ***A BUSINESS NAME RESERVATION IS COMPLETELY OPTIONAL AND*** **not** ***A PREREQUISITE FOR A BUSINESS REGISTRATION, I.E. REGISTERING A CORPORATION, NONPROFIT, LLC, ETC., WITH THE SECRETARY OF STATE.***