

Benefit LLC Filing Guide

DO NOT INCLUDE THIS DOCUMENT IN FILING

To register a Benefit LLC in Utah on the first day possible, May 8, 2018, send an email to:
kberg@utah.gov (Kathy Berg, Division Director)

Or address letter to:

Kathy Berg
Utah Division of Corporations and Commercial Code
PO Box 146705
Salt Lake City, Utah 84114-6705

For existing LLCs converting to a Benefit LLC

1. Include in your letter or email the following forms:

- [Division of Corporations Amendment to Certificate of Organization](#)
- [Division of Corporations Cover Letter](#) (Only needed if using email)
 - Payment method; fill in credit card information on cover letter or enclose a check for \$37 made out to “The State of Utah.”

2. Fill in Amendment to Certificate of Organization as follows

- Indicate in comments of Amended certificate of Organization desire to convert LLC to Benefit LLC
- Future effective date of May 8, 2018
- Provide address, phone number, and email address where Division Staff can contact you for any questions or deficiencies about the filings
- Depending on your current organization, other requirements might need to be met, check [statutory requirements](#)

Forming a new Benefit LLC

1. Include in your letter or email the following forms:

- [Division of Corporations Certificate of Organization](#)
- [Division of Corporations Cover Letter](#) (Only needed if using email)
 - Payment method; fill in credit card information on cover letter or enclose a check for \$70 made out to “The State of Utah.”

2. Fill in Amendment to Certificate of Organization as follows

- On a separate page indicate in Certificate of Organization desire to form LLC, also write in a delayed future effective date of May 8, 2018
- Provide address, phone number, and email address where Division Staff can contact you for any questions or deficiencies about the filings

Additional Notes:

The effective date of the Benefit LLC Legislation is May 8th; if your email or mailed information and payment are inadequate for the Division to complete your registration on May 8, you will be notified and given the opportunity to complete your application prior to the effective date.

On the morning of May 7, P3 Utah will alert the Governor's office of the names of companies with completed registrations. At the time of the HB 186 Effective Day Ceremony to be conducted at the Capitol, the Division of Corporations will have a printed copy of all completed registrations ready to distribute to representatives of the registered Benefit LLCs.

All forms can be found at <https://corporations.utah.gov/business/lc.html>

Questions on this process can be addressed by emailing Kathy Berg kberg@utah.gov or phone to Kathy Berg at [801.530.6216](tel:801.530.6216).