

**INSTRUCTIONS FOR COMPLETING
AMENDMENT OR CORRECTION TO BIENNIAL REPORT FORM**

NOTE: A separate Amendment or Correction form and fee must be submitted for each Biennial Report form to be amended or corrected

1. *Name*--Please state the exact name of the Foreign Corporation, Domestic Corporation, or Limited Liability Company as it appears in the Articles of Incorporation, Articles of Organization or Certificate of Authority filed with the Nebraska Secretary of State.
2. *Type of Biennial Report being amended or corrected*: Select the check box which corresponds to the type of Biennial Report this Amendment or Correction refers to either Foreign or Domestic Corporation or Limited Liability Company.
3. *Tax Report*--The amending party is required to submit a separate Amendment or Correction form for each prior biennial report being corrected or amended and pay applicable fee for each form to be filed (see below).
4. *Officer or Director changes or additions (for Corporations only)*: For a change or addition to an Officer, you must provide officer's name and the title of the office (example: President) and complete address. For Director changes or additions, provide the name of the director and complete address.
5. *Address of Principal Office or Principal Place of business*: Please provide the complete address if amending or correcting the Principal Office (if Corporation) or Principal Place of business in Nebraska (if Limited Liability Company).
6. *Correction to Name of State or Jurisdiction*: Select the check box which corresponds to the type of entity: Limited Liability Company (where organized) or Corporation (where formed) and provide the name of the state or jurisdiction under whose laws it was originally filed.
7. *Nature of Business*: State the amended or corrected nature of business conducted in Nebraska.
8. *Location of Property Owned or Used in Nebraska*: State the amended or corrected location of property owned or used in Nebraska.
9. *Actual Value of Real Estate and Personal Property in Nebraska (if Foreign Corporation) OR Amount of Paid Up Capital Stock (if Domestic Corporation)*: Select the applicable check box for the type of corporation. Provide the original dollar amount reported on the Biennial Report being amended or corrected and the corrected dollar amount. (Enclose additional occupation tax due for reporting period or if refund is due, contact Secretary of State for refund form to submit with this Amendment or Correction. Attach explanation of increase or decrease in Actual Value of Real Estate or Personal Property (if Foreign Corporation) or Amount of Paid Up Capital Stock (if Domestic Corporation).

Signature of person completing the Amendment or Correction to Biennial Report

Filing fee is a \$10.00 (no \$5.00 per page recording fee due) for Limited Liability Company amendments or corrections and \$30.00 (plus \$5.00 per page for any additional pages) for Corporations amendments or corrections. Payment must accompany the Amendment or Correction filing. Make check payable to: Secretary of State.