



State of Utah
Department of Commerce
Division of Corporations & Commercial Code
Articles of Incorporation (Profit) Instructions

Means of payment are: cash, check, credit card or money order made payable to the “**State of Utah.**” If faxing you must include, on a cover sheet, the number of a Visa, MasterCard or American Express with the date of expiration.

- 1. Name of Corporation:** The name of the corporation – the name **must** include the words, in full or abbreviated form, “Corporation,” “Incorporated,” or “Company.”
- 2. Purpose:** Enter the purpose or purposes for which the corporation was formed. It is sufficient to state, either alone or with other purposes, that the purpose of the corporation is to engage in any lawful act or activity for which corporations may be organized under the Utah Revised Business Corporation Act.
- 3. Shares:** In the drop-down box for shares, either select the type of shares from the box or type in the share type if it isn’t listed. In the space directly to the right labeled “Amount,” enter the amount of those shares that the corporation is authorized to issue. If there is a second share type, click the **blue** check box and follow the previous instructions. If three or more types are authorized, attach an additional sheet listing each type and number of shares authorized.
- 4. Registered Agent:** The registered agent can be a commercial registered agent or a non-commercial registered agent. The non-commercial registered agent needs to put the name and address of the registered agent. A registered agent can be either a person or a business entity. If listing a commercial registered agent, that commercial registered agent will need to be registered with the Division of Corporations and Commercial Code. A Utah street address is required.
- 5. Incorporator(s):** Provide the name, address and signature of the corporation’s incorporator - attach an additional sheet including each of the incorporators’ names, addresses and signatures if there are more than one.
- 6. Principal Address:** The primary address at which the corporation will be located.
- 7. Officer(s):** The name, position held and address of each of the corporation’s initial officers. Once the name of an officer has been entered, use the drop-down box to select the position held by that person (type in a position title if a specific position isn’t included in the list). A domestic profit corporation needs to have at least one officer.
**** Officer information is not required for filing Articles of Incorporation, however, it is required to be reported to the Division no later than the corporation’s first annual report.**
Director(s): The name and address of each of the corporation’s initial directors. A domestic profit corporation needs to have at least one directors, except as provided in [16-10a-803 \(1\)\(b\)](#) .
**** Director information is not required for filing Articles of Incorporation, however, it is required to be reported to the Division no later than the corporation’s first annual report.**

Mailing/Fax Information:

Mail In: PO Box 146705 Salt Lake City, UT 84114-6705
Walk In: 160 East 300 South, Main Floor
Information Center: (801) 530-4849
Toll Free: (877) 526-3994 (within Utah)
Fax: (801) 530-6438