

Instructions: Form SS-4800

Change of Mailing Address



Business Services Division
Tre Hargett, Secretary of State
State of Tennessee

The mailing address is an optional address for Corporations, Limited Liability Companies, Limited Partnerships and Limited Liability Partnerships. This address can be a post office box or a physical street address.

When provided, the mailing address is used instead of the principal office address for letters from the Secretary of State. These letters include annual report filing notices, filing acknowledgments, assumed name renewal notice letters and agent change notice letters. The mailing address may also be used for legal notices if the registered agent address and the principal office address on file are not deliverable.

Submission Options

A Change of Mailing Address form may be filed using one of the following methods:

Paper submission: A blank Change of Mailing Address form may be obtained by going to sos.tn.gov and entering SS-4800 in the search bar; by emailing the Secretary of State at TNSOS.CORPINFO@tn.gov, or by calling 615-741-2286. The Change of Mailing Address form should be typed or hand printed in dark blue or black ink.

Walk-in: A blank Change of Mailing Address form may be obtained in person at the address listed below.

If submitting by mail, send the completed request form and filing fee together in the same envelope.
Mail to:

Tennessee Secretary of State
ATTN: Corporate Filing
312 Rosa L Parks Ave FL 6
Nashville TN 37243

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot provide legal advice.

Completing the Request

1. Entity Submitting Mailing Address Change:

Secretary of State Control Number: Enter the Secretary of State Control Number. The SOS Control Number is a unique number assigned to every corporation, LLC, LP and LLP formed or qualified in Tennessee. If needed, you may look up your SOS Control number and entity name here:

<http://tnbear.tn.gov/ECommerce/FilingSearch.aspx>

Entity Name: Enter the entity name exactly as it appears on the records of the Tennessee Secretary of State.

2. **Current Mailing Address:** Enter the current mailing address of the entity. Include the physical street address, city, state and zip code.
3. **New Mailing Address:** Enter the new mailing address of the entity. Include the physical street address, city, state and zip code. A post office box is acceptable for the mailing address. The address will be verified and formatted to United States Postal Service Address Deliverability guidelines. If the address cannot be recognized as deliverable by the United States Postal Service, the form will be rejected by the Division of Business Services.

Signature

The person executing the document must sign and indicate the date of signature in the appropriate spaces. Type or print the signature name and the capacity to sign on behalf of the corporation. Failure to do so will result in the application being rejected.

Filing Fee

There is no filing fee for the change of mailing address.

CHANGE OF MAILING ADDRESS

SS-4800



Tre Hargett
Secretary of State

**Division of Business Services
Department of State**

State of Tennessee
ATTN: Corporate Filing
312 Rosa L. Parks Ave, 6th FL
Nashville, TN 37243-1102
(615) 741-2286

No Filing Fee Required

For Office Use Only

1. Entity submitting mailing address change

Secretary of State Control Number: _____

Entity Name: _____

2. Current Mailing Address

Mailing Address: _____

City: _____ ST: _____ Zip: _____

3. New Mailing Address

Mailing Address: _____

City: _____ ST: _____ Zip: _____

Signature

Title/Signer's Capacity

Printed Name

Date

Submitter Name: _____ Phone #: (_____) _____ - _____