



1415 W. Genesee St. • Syracuse, N.Y. 13204 • (315) 422-7011

# LLC FORMATION LEGAL NOTICES

You may fill out the form below with information specific to your LLC/Legal Notice or create your own.

**Be sure your entity (LLC) name appears exactly as shown on your Certificate of Authority.**

Email your legal notice to [mmccarthy@syracusenewtimes.com](mailto:mmccarthy@syracusenewtimes.com) as a Word attachment or as text typed in your email.

- Please also include your name, mailing address & phone number.
- Prepayment is required (check, credit or debit card). Deadline is Thursday by noon.
- LLC formation notices are run once a week for 6 consecutive weeks.
- Proof of Publication will be mailed to contact address within one week of last publication.
- Rates: \$0.60/line for first insertion, \$0.51/line for subsequent insertions. Average total with this form is \$53-\$63.

## PLEASE FILL IN THE BLANKS BELOW WITH YOUR INFORMATION FROM YOUR CERTIFICATE OF AUTHORITY:

Notice of Formation of \_\_\_\_\_, LLC. Articles of Organization were filed with the Secretary of State of New York (SSNY) on \_\_\_\_\_. Office is located in the County of Onondaga. SSNY is designated as agent of LLC upon whom process may be served. SSNY shall mail copy of process to \_\_\_\_\_

Purpose is any lawful purpose.

## ACCOUNT INFORMATION:

Name of Contact Person: \_\_\_\_\_ Business name: \_\_\_\_\_

Address: \_\_\_\_\_

(If PO Box please also include physical street address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

## PAYMENT: (You may also phone in credit card information)

Check # \_\_\_\_\_

Credit Card # \_\_\_\_\_ \*We accept Visa, Mastercard, Discover and American Express

Exp. Date: \_\_\_\_\_ CVC code \_\_\_\_\_ Name as it appears on Credit Card: \_\_\_\_\_

**Any questions, please call Megan McCarthy:**  
**(315) 422-7011 • Fax: (315) 422-7011 • [mmccarthy@syracusenewtimes.com](mailto:mmccarthy@syracusenewtimes.com)**