

## Instructions to Form BTA1212 – Articles of Trust of a Domestic Business Trust

Filing Requirements			
<b>Required Fees</b>	<b>Filing Fee: \$100.00</b>		
File Online Today	Paper Filing		
<p>Visit <a href="https://cis.scc.virginia.gov">https://cis.scc.virginia.gov</a> to file the articles of trust in real time.</p> <p><b>Questions?</b> Visit the CIS help page at <a href="https://scc.virginia.gov/pages/CIS-Help">https://scc.virginia.gov/pages/CIS-Help</a> for how-to guides, answers to frequently asked questions, and helpful videos.</p>	<p>Download from <a href="https://scc.virginia.gov/pages/Virginia-Business-Trusts">https://scc.virginia.gov/pages/Virginia-Business-Trusts</a> complete, print, and mail or deliver to below address:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>State Corporation Commission</b>                      Clerk's Office                      P.O. Box 1197                      Richmond, VA 23218-1197                 </td> <td style="width: 50%; vertical-align: top;"> <b>Courier Delivery Address</b>                      1300 E. Main St, 1<sup>st</sup> floor                      Richmond, VA 23219                 </td> </tr> </table>	<b>State Corporation Commission</b> Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197	<b>Courier Delivery Address</b> 1300 E. Main St, 1 <sup>st</sup> floor Richmond, VA 23219
<b>State Corporation Commission</b> Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197	<b>Courier Delivery Address</b> 1300 E. Main St, 1 <sup>st</sup> floor Richmond, VA 23219		
Pay online with a credit card. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. <b>DO NOT SEND CASH.</b>		

### Specific Instructions

#### Article I Name

The business trust's name may *not* include any of the following words, phrases.

- Trust company
- Corporation
- Professional corporation
- Incorporated
- Limited company
- Limited liability company
- Professional limited liability company
- Limited partnership
- Registered limited liability partnership
- Limited liability partnership
- Registered limited liability limited partnership
- Limited liability limited partnership

The business trust's name may *not* include the abbreviations, "Corp.," "Inc.," "L.C.," "LC," "L.L.C.," "LLC," "P.C.," "PC," "P.L.C.," "PLC," "P.L.L.C.," "PLLC," "L.P.," "LP," "R.L.L.P.," "RLLP," "L.L.P.," "LLP," "R.L.L.L.P.," "RLLLP," "L.L.L.P.," or "LLL.P.," or any word or phrase the use of which is prohibited by law for the business trust. See § 13.1-1214 of the Code of Virginia.

The proposed name must be distinguishable from other entity names on record with the Commission. To check the availability of a proposed name, visit <https://cis.scc.virginia.gov>

#### Article II Registered Agent

The registered agent's sole duty is to accept legal documents and notices on behalf of the company. The business trust may not serve as its own registered agent. The registered agent must be an individual or entity that meets one of the qualifications. Check the applicable box.

#### Important Information

The articles must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of any visible watermarks and background logos.

**Do not include personally identifiable information**, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at [www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk).

#### Article III Registered Office

The registered office location must be identical to the registered agent's business office.

- **Only use a rural route and box number if the registered office's location has no street address.**
- **Only use a post office box if (i) there is no street address or rural route and box number, or (ii) the town/city has a population of 2,000 or less.**

Provide the name of the county or independent city where the registered office is physically located.

#### Article IV Principal Office

The principal office is the location at which a beneficial owner may inspect the business trust's governing instrument as well as other information and records specified in Section 13.1-1278 E of the Code of Virginia.

The articles must set forth the address at which the principal office is physically located, which is to include a street and number, city or town, state and zip code. A rural route and box number may only be used if no street address is associated with the principal office's location. A post office box is not acceptable since it is not a location at which business records can be inspected.

#### Signature(s) of Organizers

The articles must be signed by the person(s) forming the trust. It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing.



## Articles of Trust of a Domestic Business Trust

Pursuant to Title 13.1, Chapter 14, Article 2 of the Code of Virginia, the undersigned states as follows:

1. The name of the business trust is

\_\_\_\_\_.

2. A. The name of the business trust's initial registered agent is

\_\_\_\_\_.

**B.** The registered agent is **(mark appropriate box):**

**(1)** an INDIVIDUAL who is a resident of Virginia **and**

- a trustee or officer of the business trust
- an officer or director of a corporation that is a trustee of the business trust
- a general partner of a general or limited partnership that is a trustee of the business trust
- a member or manager of a limited liability company that is a trustee of the business trust
- a trustee of a business trust or other trust that is a trustee of the business trust
- a member of the Virginia State Bar

**OR**

**(2)**  a domestic or foreign stock or nonstock corporation, limited liability company, registered limited liability partnership or business trust authorized to transact business in Virginia.

3. The business trust's initial registered office address, including the street and number, if any, which is identical to the business office of the registered agent, is

\_\_\_\_\_, VA \_\_\_\_\_,  
(number/street) (city or town) (zip)

which is physically located in the  county **or**  city of \_\_\_\_\_.

4. The business trust's principal office is located at

\_\_\_\_\_  
(number/street) (city or town) (state) (zip)

5. Signature(s) of person(s) forming the domestic business trust:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(telephone number (optional))