Instructions to Form BTA1216 – Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust

Filing Requirements	
Pay all fees and penalties before submitting this application to the Commission. If the Commission issues the articles of amendment on or before the annual registration fee due date, payment of the registration fee for the current year is not required.	
Required Fees	**Filing Fee: $25.00**
File Online Today	**Paper Filing**
Visit https://cis.scc.virginia.gov to file the articles of amendment to the articles of trust in real time. **Questions?** Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	Download from https://scc.virginia.gov/pages/Virginia-Business-Trusts complete, print, and mail or deliver to below address: **State Corporation Commission** Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197 **Courier Delivery Address** 1300 E. Main St, 1st floor Richmond, VA 23219
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. **DO NOT SEND CASH**.

Guideform BTA1216 has been produced by the Commission as a guide to help you prepare the business trust's articles of amendment. Please note, however, that a marked-up version of this guideform **will not** be accepted. You must separately type and prepare your articles, using this form as a guide, inserting appropriate information and omitting all inapplicable text (like the header, seal of the Commission and the italicized portions).

If the purpose of the amendment is to change the name of the business trust, set forth the current name in the caption and in paragraph 1. Set forth the business trust's new name in paragraph 2. The proposed new name must be distinguishable upon the records of the Commission. See § 13.1-1214 of the Code of Virginia. To check the availability of a business trust name, visit https://cis.scc.virginia.gov, or contact the Clerk's Office.

Set forth in Article 2 the text of each amendment adopted (e.g., the principal office address is changed to 123 Any Street, Any Town, VA 99999).

The amendment(s) must be adopted by the sole trustee, a majority of the trustees, or as otherwise provided in the articles of trust or in the governing instrument of the business trust. See § 13.1-1216 of the Code of Virginia.

The articles must be signed by a trustee or officer of the business trust, or if the business trust is in the hands of a receiver, trustee or other court appointed fiduciary, by that fiduciary. See § 13.1-1202 of the Code of Virginia.

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. See *§ 13.1-1205* of the Code of Virginia.

NOTE

The registered office and/or registered agent cannot be changed by filing an amendment to the articles of trust. This change must be accomplished by filing a statement of change of a registered office and/or registered agent on form BTA1221, which can be **filed online** in real time by visiting our website at https://cis.scc.virginia.gov. A request for a paper version of this form can also be made via the Commission's website at https://scc.virginia.gov/pages/Online-Forms-Request. No fee is associated with the filing of a statement of change.

Important Information

The articles must be in the English language, typewritten or legibly printed in black, using the following guidelines:

- use solid white paper
- size 8 1/2" x 11"
- one-sided
- no visible watermarks or background logos
- minimum 1.25" top margin and 0.75" all other sides

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.

Form
BTA1216
(Rev. 08/20)

State Corporation Commission

Guide for Articles of Amendment to the Articles of Trust of a Domestic Business Trust

ARTICLES OF AMENDMENT OF

(business trust's name as currently on record with the SCC)

The undersigned, on behalf of the business trust set forth below, pursuant to Title 13.1, Chapter 14, Article 2 of the Code of Virginia, states as follows:

1. The name of the domestic business trust is *(name currently on record with the SCC)*.

2. *(Set forth the text of each amendment adopted.)*

3. The foregoing amendment(s) to the articles of trust was (were) adopted on *(date)*. *(If all of the amendments were not adopted on the same date, set forth the date of each amendment's adoption.)*

4. The amendment(s) to the articles of trust was (were) adopted in accordance with the articles of trust and the governing instrument of the business trust.

Executed in the name of the business trust by:

(signature)	*(date)*
(printed name)	*(title)*
(business trust's SCC ID no.)	*(telephone number (optional))*

(The execution must be by a trustee or by an officer of the business trust, or if the business trust is in the hands of a receiver, trustee, or other court-appointed fiduciary, by that fiduciary.)

THIS FORM IS TO BE USED AS A GUIDE ONLY.