

# On Demand Reference Guide

Corporate Series #3 - Common Reasons for Corporate Document Rejections



## Follow These Simple Tips to Save Time and Money by Reducing Your Number of Rejected Filings

When filing corporate documents such as articles of incorporation/organization, amendments, mergers, etc., it is critical to avoid rejections whenever possible. A business will often need proof of filing in order to open bank accounts, purchase inventory, secure financing and hire employees.

Here is a list of some common reasons a state might reject a corporate document:

### Name Not Available

States will not allow multiple active entities to hold the same name. If your chosen name conflicts with an existing entity, the state will reject your document. To combat this issue, many states allow filers to check the availability of and reserve their name prior to submitting documents for filing.

### Document is of Poor Quality

The filing office will refuse a document that is not legible. Please note that the definition of a legible document is evolving as technology advances. Presently, most states will reject a document that, while legible in hard copy form, will not scan well into their electronic database.

### Missing Signatures

Each corporate document has specific signatory requirements. Most states will now accept a non-original signature or even an electronic signature. Remember though, a document that is missing a mandatory signature will always be rejected.

### Failure to Remit Proper Fees

A document will be rejected if the proper fees do not accompany it. Keep in mind that some states have add-on fees above the actual filing fee. These additional charges may include a counter fee, prepayment of taxes, expedite or special handling charges, certification fees, etc.

When in doubt, it is advisable that you speak with an attorney, visit the state's website or contact a private service provider with expertise in the filing of corporate documents.



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