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## **STATEMENT OF CHANGE OF PRINCIPAL PLACE OF BUSINESS Instructions**

A credit union intending to change its principal place of business is required to file a Statement of Change of Principal Place of Business with the Department of Banking and Securities and the Department of State, pursuant to the Credit Union Code, 17 Pa. C.S. § 904(a).

To comply with this requirement, please forward the following to the Department of Banking and Securities prior to the relocation:

1. A letter stating the credit union's intention to change its principal place of business, including the desired effective date and the credit union's plans for the current main office facility. If the credit union currently receives its mail at a Post Office Box, the letter should also state whether or not the credit union will continue to use the Post Office Box mailing address.
2. The completed and signed Statement of Change of Principal Place of Business.
3. A check for the required filing fee, in the amount of \$70.00, payable to the **Department of State**.

Upon receipt, the Department of Banking and Securities will file the Statement of Change of Principal Place of Business with the Department of State on behalf of the credit union, to be effective as of the date selected by the credit union.

If the credit union's new principal place of business is inconsistent with the credit union's Articles of Incorporation, the credit union must also complete Articles of Amendment for the purpose of amending the Articles of Incorporation. The Articles of Amendment should be submitted to the Department of Banking and Securities for filing with the Department of State.

In addition, the credit union should review its Bylaws, which may be affected by a change of principal place of business. If the credit union determines that an amendment to the Bylaws is necessary, an Amendment of Credit Union Bylaws form should be completed and submitted to the Department of Banking and Securities.

If you have any questions regarding a change of principal place of business, please contact the Bureau of Credit Unions and Trust Supervision at 717-783-2253.