



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth

## **Request for an Account on File**

### **Account on File Service**

Create an Account on File to avoid entering your payment information each time you submit a filing. You can use a credit card or an e-check for recurring payments. Your payment information is encrypted and stored securely.

To create an account:

- Complete the form
- Print, sign, scan, and email your completed form to: [PaymentInfo@sec.state.ma.us](mailto:PaymentInfo@sec.state.ma.us)
- The Corporations Division will contact you with specific details and a link that you will need to complete the process
- Click on the link and follow the instructions to activate and sign in to your new account

The process takes 5 business days to complete. To check the status of a new account request, email [PaymentInfo@sec.state.ma.us](mailto:PaymentInfo@sec.state.ma.us), or call 617-727-2820.

### **Contact Information:**

Name on Account: \_\_\_\_\_

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

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

### **Authorization:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_