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How to Complete Your Florida Company Resolution

Resolution of Board or Members (Florida)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. Banks, title companies, and agencies often require a **written resolution** showing that a Florida corporation's board or an LLC's members approved an action, such as opening an account, buying or selling property, or authorizing someone to sign.

1. **Fill in the form**
   Enter the company, whether this is a board or member resolution, the date adopted, and the exact action authorized, including who may sign.
2. **Secretary or authorized officer signs in front of a notary**
   Do not sign ahead of time. Bring a current, government-issued photo ID. The notary completes the acknowledgment.

After It's Signed

- Keep the original in the company records and give a copy to the bank, title company, or agency that requested it.
- For use in another country, the notarized document may need an apostille from the Florida Department of State. We can handle the notarization and the apostille for you.

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Have questions about this document? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**. Main headquarters: 2315 Capitol Avenue, Sacramento, CA 95816.

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RESOLUTION OF THE BOARD OF DIRECTORS OR MEMBERS

(Corporate or LLC Resolution)

Legal name of company

Florida document number

The undersigned certifies that the following resolution was duly adopted by (check one):

- the board of directors at a meeting at which a quorum was present
- unanimous written consent of the board of directors
- the members or managers of the limited liability company

Date adopted

RESOLVED, that:

Text of the resolution

FURTHER RESOLVED, that the following person(s) are authorized to sign all documents and take all actions necessary to carry out this resolution:

Name(s) and title(s)

This resolution has not been modified or rescinded and remains in full force and effect.

Title of officer signing (e.g., Secretary, Manager)

Date

X

Signature of secretary or authorized officer

Printed name

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NOTARY ACKNOWLEDGMENT

State of

County of

The foregoing instrument was acknowledged before me by means of

physical presence or

online notarization,

this day of

month

year

by (name of officer signing)

as (type of authority, e.g. officer, trustee, attorney in fact)

for (name of party on whose behalf the instrument was executed)

Personally Known OR

Produced Identification

Type of identification produced

X

Signature of Notary Public

(Notary seal)

Print, type, or stamp commissioned name of Notary Public

Commission number

Commission expires

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