

**AGENT APPOINTMENT BY NONRESIDENT FIDUCIARY (SS-4512)**

*For Office Use Only*



Business Services Division  
**Tre Hargett, Secretary of State**  
**State of Tennessee**  
312 Rosa L. Parks Ave., 6th Fl.  
Nashville, TN 37243  
(615) 741-2286

Filing Fee \$10.00

The undersigned, a nonresident person, bank or trust company, wishing to act as a fiduciary in the State of Tennessee in conformity with the laws thereof, hereby appoints the Secretary of State of the State of Tennessee as the undersigned's agent for service of process pursuant to T.C.A. § 35-50-107.

All process in any suit or proceeding against the undersigned may be served upon the Tennessee Secretary of State in any action or proceeding relating to any trust, estate or matter within this State in respect of which the undersigned is acting in a fiduciary capacity.

The undersigned agrees that any process against the undersigned, which is served upon the Tennessee Secretary of State, shall be of the same legal force and validity as if served on the undersigned.

It is understood that this appointment shall continue for as long as any liability shall remain outstanding against the undersigned pertaining to any such matters.

1. The specific trust, estate or person for which the undersigned has been appointed as fiduciary is:

\_\_\_\_\_

2. The street address (including zip code) of the undersigned (to which all copies of legal process should be addressed) is:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Note: Pursuant to T.C.A. § 10-7-503, all information on this form is public record.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Name (Printed or Typed)

\_\_\_\_\_  
Signature

## **HOW AND WHERE CAN I OBTAIN MY NONRESIDENT FIDUCIARY?**

### **COUNTER SERVICE**

Customers may obtain nonresident fiduciary services in person during regular business hours (8:00 a.m. until 4:30 p.m. (CST) Monday - Friday). The Division is located on the 6<sup>th</sup> floor of the William R. Snodgrass Tower, 312 Eighth Avenue North, Nashville, TN.

### **MAILING ADDRESS**

**State of Tennessee**  
**Department of State**  
**Division of Business Services**  
**Nonresident Fiduciary Unit**  
**312 Eighth Avenue North**  
**6<sup>th</sup> Floor, Wm. R. Snodgrass Tower**  
**Nashville, TN 37243**

### **TELEPHONE NUMBER**

For other assistance on nonresident fiduciaries, please contact us at:  
**(615) 741-0531**

### **E-MAIL ADDRESS**

**Business.Services@state.tn.us**

### **FAX NUMBER**

**(615) 741-7310**

## **WHAT IS A NONRESIDENT FIDUCIARY?**

- A nonresident fiduciary is a person who does not reside in Tennessee, or a bank or trust company not authorized to do business in Tennessee, that is appointed by will, deed, trust agreement, court order or otherwise to serve as trustee of a corporate or personal trust, personal representative of an estate, guardian, conservator for an incompetent person, guardian for a minor or in any other fiduciary capacity.
- Only certain types of individuals, banks or trust companies may serve as nonresident fiduciaries. Please consult Tennessee Code Annotated, Section 35-50-107 for a complete listing of qualified persons or entities.

## **WHAT MUST A NONRESIDENT FIDUCIARY FILE WITH THE TENNESSEE SECRETARY OF STATE?**

- A nonresident person, bank or trust company cannot serve in a fiduciary capacity in Tennessee unless and until it has appointed in writing the Tennessee Secretary of State as its agent for service of process. This appointment authorizes the Secretary of State to receive and to forward to the nonresident fiduciary by registered or certified mail all process in any action or proceeding relating to any trust, estate or matter within this State in which the person, bank or trust company is serving as fiduciary.

- The appointment document submitted to the Secretary of State must contain the following items:

1. The name of the specific trust, estate, or person for which the fiduciary has been appointed;
2. The name and out-of-state street address (including zip code) of the fiduciary;
3. A statement clearly designating the Tennessee Secretary of State as agent for service of process;
4. An original signature of the nonresident person or the representative of the bank or trust company (or a certified copy of the signed appointment document); and
5. The date the document is signed.

- The appointment document need not be in affidavit form or notarized.

- The appointment document must be accompanied by a filing fee of \$10.00. Please make checks or money orders payable to the Tennessee Secretary of State.

- The appointment document and filing fee should be submitted by mail or in person (no faxes) to the Tennessee Department of State, Division of Business Services, Nonresident Fiduciary Section (see address and location information below).

- An appointment document received by the Division of Business Services, regardless of the method of delivery, is endorsed upon receipt with a date and time stamp. This date and time become the official filing date and time if the document is accepted for filing.

- An appointment document accepted for filing by the Division of Business Services is microfilmed and information concerning the appointment is entered into the Division's nonresident fiduciary database.

- An appointment document accepted for filing by the Division of Business Services is returned to the submitter. A letter of acknowledgment and a receipt is provided as documentation of the filing and the receipt of the filing fee.