

IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS
_____ DIVISION

STATE OF ARKANSAS, *ex rel.*
LESLIE RUTLEDGE, ATTORNEY GENERAL

PLAINTIFF

vs.

Case No: _____

U.S. BUSINESS SERVICES, LLC

DEFENDANT

COMPLAINT

The State of Arkansas, *ex rel.* Leslie Rutledge, Attorney General (“the State”),
for its Complaint against U.S. Business Services, LLC, states:

I. INTRODUCTION

1. This is a consumer-protection action brought to redress and restrain
violations of the Arkansas Deceptive Trade Practices Act.¹

2. Defendants have solicited Arkansas businesses by offering misleading,
deceptive, and unneeded services including offers to prepare certain corporate
records for a fee of \$150. The solicitations appear to originate from and contain
elements implying that they are connected with a governmental entity.

¹ Ark. Code Ann. § 4-88-101, *et seq.*

3. The State seeks an injunction, an order of restitution, and the imposition of civil penalties against Defendant for violations of the Arkansas Deceptive Trade Practices Act.

II. PARTIES

4. Plaintiff in this action is the State of Arkansas, *ex rel.* Leslie Rutledge, Attorney General of Arkansas. Attorney General Rutledge is the chief legal officer of the State of Arkansas. The State may seek civil enforcement of the Arkansas Deceptive Trade Practices Act (“ADTPA”).²

5. Defendant U.S. Business Services, LLC (“USBS”) is a Florida limited liability company with a principal place of business currently listed as St. Petersburg, Florida. Its registered agent for service of process is Ronald L. Graham & Company, P.A., 4713 Cattail Lagoon Way, Ponte Vedra Beach, Florida 32802.

III. JURISDICTION

6. This Court has jurisdiction over this matter pursuant to Ark. Code Ann. § 4-88-104 and the common law of the State of Arkansas.

7. Venue is proper pursuant to Ark. Code Ann. § 4-88-104, Ark. Code Ann. § 4-88-112, Ark. Code Ann. § 16-60-104, and the common law of the State of Arkansas.

² Ark. Code Ann. § 4-88-104.

8. Defendant is a company which has transacted business in the State of Arkansas. The Court also has jurisdiction over the claims and the Defendant in this action pursuant to Ark. Code Ann. § 16-4-101, which extends personal jurisdiction to all persons, causes of action, and claims for relief, to the maximum extent permitted by the Due Process of Law Clause of the Fourteenth Amendment of the United States Constitution. The Defendants have availed themselves of the benefits of conducting business in the State of Arkansas by advertising services, collecting fees from Arkansas consumers for those services.

IV. FACTUAL ALLEGATIONS

9. USBS solicits business in Arkansas via direct mailings to Arkansas businesses.³

10. The solicitation offers to

...prepare & provide, for a fee, corporate consent records in lieu of meeting minutes that fulfill the following requirements of Arkansas Law:

ARKANSAS CODE - § 4-27-1601 – Corporate Records. (a)

“A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors...” (c) A corporation or its agent shall maintain a record of its shareholders, in a form that permits preparation of a list of the name and addresses of all shareholders, in alphabetical order by class of shares showing the number and class of shares held by each.

ARKANSAS CODE - § 4-27-701 – Annual Meeting. (a) A corporation shall hold a meeting of shareholders annually at a time stated in or fixed in accordance with the bylaws.

³ See Exhibit A.

11. For this service, USBS charges \$150.00. Consumers can pay by check, money order, or credit.

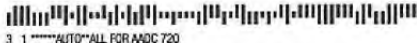


[illegible]

12. The individual elements of the solicitation, when taken together, are specifically designed to give the average consumer the impression that this document should be taken seriously, is official in nature, and required by a government entity. It is formatted and arranged in a manner similar to a governmental tax notice or other similar governmental notification.

4



2017 - Annual Minutes Statement
Compliance Division
300 S. Rodney Parham Road Suite 1-319
Little Rock, AR 72205
(844) 533-9122

Key Code: ARK317	Notice Date: 2/1/2017	Entity #: 800098762	Incorporation Date: 12/6/2006
Entity Address:  3 1 *****AUTO**ALL FOR AADC 720 0763  Little Rock, AR 72212- 			
			PLEASE RESPOND BY: February 27, 2017

13. The solicitation includes a seal in the top left-hand corner which suggests an affiliation with the authority of a government entity.⁵



14. It also includes several elements which lend authenticity and convey its “official” nature⁶, including:

- a. A title which states, “2017 – Annual Minutes Statement;”

⁵ *Id.*

⁶ *Id.*

2017 - Annual Minutes Statement

- b. A subtitle which states, "Compliance Division;"

Compliance Division

- c. A "Key Code," a six-character alphanumeric identifier;

Key Code:
ARK317

- d. A "Notice Date" presumably indicating when the document was mailed;

Notice Date:
2/1/2017

- e. An "Entity #," a nine-digit numeric identifier;

Entity #:
800098762

- f. An "Incorporation Date" reflecting the date that the entity incorporated in Arkansas;

Incorporation Date:
12/6/2006

- g. A bar code;



- h. A "Please Respond By" due date;

PLEASE RESPOND BY:
February 27, 2017

- i. A return address in the capital city of Arkansas, Little Rock;

300 S. Rodney Parham Road Suite 1-319
Little Rock, AR 72205
(844) 533-9122

- j. A “FOR INTERNAL USE ONLY” section;

FOR INTERNAL OFFICE USE ONLY: **KC: ARK317** **ND: 2/1/2017**

- k. A form number; and

FORM UBS605.2
revised 02/16

- l. References to the Arkansas Code.

U.S. Business Services will prepare & provide, for a fee, corporate consent records in lieu of meeting minutes that fulfill the following requirements of Arkansas Law:
ARKANSAS CODE - § 4-27-1601 - Corporate Records. (a) “A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors...” (c) A corporation or its agent shall maintain a record of its shareholders, in a form that permits preparation of a list of the names and addresses of all shareholders, in alphabetical order by class of shares showing the number and class of shares held by each.
ARKANSAS CODE - § 4-27-701 - Annual meeting. (a) A corporation shall hold a meeting of shareholders annually at a time stated in or fixed in accordance with the bylaws. (b) Annual shareholders’ meetings may be held in or out of this state at the place stated in or fixed in accordance with the bylaws. If no place is stated in or fixed in accordance with the bylaws, annual meetings shall be held at the corporation’s principal office.
Corporate minutes may also be prepared by corporate officers or other agents. U.S. Business Services is not a government agency and does not have or contract with any government agency to provide this service nor does it fulfill the State of Arkansas’s Annual Report filing requirement.

15. The envelope⁷ in which the solicitation arrives, likewise, contains several misleading elements:

⁷ See Exhibit B.



U.S. BUSINESS SERVICES
300 S. RODNEY PARHAM ROAD
SUITE 1 - 319
LITTLE ROCK, AR 72205



IMPORTANT -- OPEN IMMEDIATELY
2017 ANNUAL MINUTES STATEMENT
BUSINESS MAIL - TIME SENSITIVE

*Not Registered
501-6828118*

2017

- a. A prominent statement that the piece of mail is “Important -- Open Immediately;”

IMPORTANT -- OPEN IMMEDIATELY

- b. A statement that the mailing is “Time Sensitive” and related to the recipient’s business;

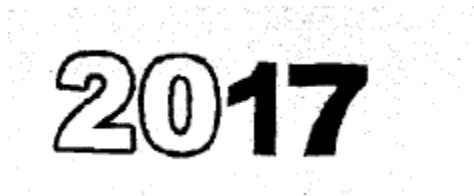
BUSINESS MAIL - TIME SENSITIVE

- c. A return address including both the aforementioned seal and a Little Rock, Arkansas address; and



U.S. BUSINESS SERVICES
300 S. RODNEY PARHAM ROAD
SUITE 1 - 319
LITTLE ROCK, AR 72205

- d. A prominent year notated in the bottom right-hand corner that is disturbingly similar to how a year is depicted on tax forms.⁸



16. The subtitle, shown at the top directly above the address, coupled with the notice date and the due date imply that a consumer must undertake a compulsory activity mandated by a division of an official organization. Further, this communicates to a consumer that they will be noncompliant if they do not heed the document's instructions.

17. The identifiers, the "Key Code" and "Entity #," both imply that the targeted consumer is in a database and has been assigned an official identification code which is used for multiple purposes. In fact, these serve no purpose but to give the impression that the consumer has an official identification code.

18. In actuality, the bar code does not function; it cannot be scanned. It is a graphic element added to the solicitation for the sole purpose of implying to consumers that the consumer has been individually identified.

19. The "FOR INTERNAL USE ONLY" and form number are items included in most official paperwork and further imply legitimacy to consumers.

⁸ See <https://www.irs.gov/pub/irs-pdf/f1040.pdf> for comparison.

20. The Arkansas Code references included in the solicitation by USBS do not convey an accurate representation of the requirements of Arkansas law to the consumers who receive them. The references fail to properly disclose the context of those provisions and any exceptions that would be applicable to those provisions. The code is selectively quoted to convey only those portions which would serve to legitimize the solicitation.

21. Importantly, they do not discuss how such requirements affect the many small businesses owned by a single shareholder.

22. While quoting Ark. Code Ann. § 4-27-701, which requires a corporation to hold an annual meeting, USBS selectively quotes the statute and conveniently leaves out the subsection which states that, “...failure to hold an annual meeting at the time stated in or fixed in accordance with a corporation’s bylaws does not affect the validity of any corporate action.”⁹

23. Further, the Arkansas Secretary of State does not require the filing of minutes of any corporate meetings. The only annual filing required by the Secretary of State for businesses incorporated under the Business Corporation Act of 1987¹⁰ is the Annual Franchise Tax Report.¹¹

⁹ Ark. Code Ann. § 4-27-701(c).

¹⁰ Ark. Code, Title 4, Chapter 27. [CITATION]

¹¹ Ark. Code Ann. § 4-27-1622.

24. In order to conceal its true location in the State of Florida and to further imply their connection with the State of Arkansas, USBS secures a mail drop box at a commercial mail delivery location in our capital city of Little Rock. The commercial mail delivery location then forwards any mail received at that address to USBS's actual location.

25. In the middle of the document after the recitation of Arkansas Code provisions, USBS includes the following disclosure: "U.S. Business Services is not a government agency and does not have or contract with any government agency to provide this service nor does it fulfill the State of Arkansas's Annual Report filing requirement."

Corporate minutes may also be prepared by corporate officers or other agents. U.S. Business Services is not a government agency and does not have or contract with any government agency to provide this service nor does it fulfill the State of Arkansas's Annual Report filing requirement.

This disclosure is insufficient to overcome the overall impression the document conveys to an average consumer. It is not prominently or separately displayed. It is not distinguished from the other typewritten information by its font, the size of the font, the color of the font, or placement inside a graphic element, such as a box, which would draw attention to it. Rather, it is intentionally buried in the middle of a block of text that is single-spaced in a small font.

26. The Attorney General has received 32 complaints about the business practices of USBS. Many others have contacted the office by phone in order to report the scam. Of the 27 consumers who have filed complaints, at least three of them paid \$150.00 to USBS as the form instructed. After speaking with the Secretary of State's Office, the Attorney General has learned that it has also

received numerous reports, inquiries, and complaints regarding Defendants' business practices.

27. When the Attorney General became aware of the business practices of USBS,¹² it communicated with USBS by letter warning of the Office's concerns.¹³ USBS only addressed one of the concerns listed in the Attorney General's correspondence by changing its web address from www.usbusinessservices.org to www.usbusinessservices.biz. The only other material changes made to the solicitation were: (1) a new drop box location to receive mail, and (2) the removal of an email address.

28. To further illustrate the misleading nature of the solicitations, when comparing the 2016 solicitations with the 2017 solicitations, it should be noted that the fields for "Key Code" and "Entity #" are interchangeable. In the 2017 version the "Key Code" is a six- to seven-character alphanumeric identifier, but in the 2016 version, it is the "Entity #" which is an alphanumeric identifier. Likewise for the nine-digit numeric identifier, it is the "Entity #" in the 2017 version and the "Key Code" in the 2016 version.

2017 Version

Key Code:	Notice Date:	Entity #:
ARK317	2/1/2017	800098762

¹² See Exhibit C, a copy of the solicitations USBS sent to businesses in 2016.

¹³ See Exhibit D.

Key Code: 811109779	Notice Date: 8/2/2016	Entity #: ARK1016
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V. VIOLATIONS OF LAW

29. The Arkansas Deceptive Trade Practices Act (“DTPA”) sets forth the State’s statutory program prohibiting deceptive and unconscionable trade practices.¹⁴

30. The business practices of Defendants constitute the sale of “goods” or “services.”¹⁵ The same business practices constitute business, commerce, or trade.¹⁶

31. It is unlawful to “knowingly make a false representation as to the characteristics, ingredients, uses, benefits, alterations, source, approval, or certification of goods or services....”¹⁷ Defendants have engaged in prohibited conduct by misrepresenting:

- a. Sending solicitations which contain misleading elements such as:
 - i. A seal which implies a governmental entity;
 - ii. A “Key Code,” “Entity #,” and bar code implying that the organization has been assigned multi-purpose identification codes;

¹⁴ Ark. Code Ann. §§ 4-88-101, *et seq.*

¹⁵ Ark. Code Ann. § 4-88-102(4) and (7).

¹⁶ Ark. Code Ann. § 4-88-107.

¹⁷ Ark. Code Ann. § 4-88-107(a)(1).

- iii. A “Notice Date” and “Please Respond By” date which implies that there is some externally-imposed due date by which a consumer must comply with the document’s instructions, which is untrue;
 - iv. A bar code which does not scan and serves no function but to suggest that a consumer has been individually-identified;
 - v. Terminology such as “FOR INTERNAL USE ONLY” and a form number which suggests that the document is of an official nature;
- b. Placing a Little Rock, Arkansas address on the solicitation to suggest a connection with the capital city and in order to conceal its location in Florida; and
 - c. Using the Arkansas Code to suggest that the consumer engage in some type of mandatory paperwork filing and mandatory fee, which is not in fact mandatory.

32. The law prohibits the use of “concealment, suppression, or omission of any material fact with the intent that others rely upon the concealment, suppression, or omission” while selling any goods or services.¹⁸ Defendants have engaged in prohibited conduct by:

¹⁸ Ark. Code Ann. § 4-88-108(2).

- a. Suppressing the disclosure by burying it in the middle of a block of single-spaced text in a small font and failing to display it prominently and separately with typographical elements to distinguish it from the remainder of the document; and
- b. Placing a Little Rock, Arkansas address on the solicitation in order to conceal its location in Florida; and
- c. Omitting that meeting minutes are not required to be filed with the Secretary of State's Office.

33. It is a violation to engage in unconscionable, false, or deceptive acts or practices in business, commerce, or trade.¹⁹ Defendants have engaged in prohibited conduct by:

- a. Communicating with Arkansas small business consumers and conveying an implied obligation to fill out business-related paperwork while having no authority for such action;
- b. Collecting a fee of \$150.00 for processing unneeded paperwork;
- c. Failing to prominently and separately provide a disclosure that USBS is not a government entity; and
- d. Failing to prominently and separately provide a disclosure that meeting minutes are not required to be filed with the Secretary of State's Office.

¹⁹ Ark. Code Ann. § 4-88-107(a)(10).

VI. PRAYER FOR RELIEF

34. The Attorney General may bring a civil action to seek to prevent persons from engaging in the use or employment of prohibited practices.²⁰

35. Likewise, the Attorney General may bring a civil action to seek to restore to any purchaser who has suffered any ascertainable loss by reason of the use or employment of the prohibited practices any moneys or real or personal property which may have been acquired by means of any practices declared to be unlawful, together with other damages sustained.²¹

36. The Attorney General may seek an injunction prohibiting any person from engaging in any deceptive or unlawful practice.²²

37. Any person who violates the provisions of the DTPA may be assessed a civil penalty of up to \$10,000 per violation.²³

38. In addition, any person who violates the provisions of the Arkansas Deceptive Trade Practices Act shall be liable to the Office of the Attorney General for all costs and fees, including but not limited to, expert witness fees and attorney's fees, incurred by the Office of the Attorney General in the prosecution of such actions.²⁴

²⁰ Ark. Code Ann. § 4-88-113(a)(1).

²¹ Ark. Code Ann. § 4-88-113(a)(2)(A).

²² Ark. Code Ann. §§ 4-88-104 and 4-88-113(a)(1).

²³ Ark. Code Ann. § 4-88-113(a)(3).

²⁴ Ark. Code Ann. § 4-88-113(e).

39. A “person” is an individual, organization, group, association, partnership, corporation, or any combination thereof.²⁵

40. Defendant is a “person” who has engaged in an unconscionable, false, or deceptive act or practice in business, commerce, or trade.

41. The State will exercise its right to a trial by jury.

WHEREFORE, the above premises considered, the State of Arkansas *ex rel.* Leslie Rutledge, Attorney General, respectfully requests that this Honorable Court:

(A) Issue such orders, pursuant Ark. Code Ann. §§ 4-88-104 and 4-88-113(a)(1), as may be necessary to prevent the use or employment by the Defendant of the practices described herein which are violations of the Arkansas Deceptive Trade Practices Act;

(B) Issue an order, pursuant to Ark. Code Ann. § 4-88-113(a)(2)(A), requiring Defendants to pay consumer restitution to those Arkansas consumers affected by the activities outlined herein; in addition, or in the alternative, enter an order requiring Defendants to remit to affected consumers all sums obtained from Arkansas consumers by methods prohibited by Arkansas law;

(C) Issue an order requiring Defendants to comply with requests from those consumers who wish to cancel their service, to discontinue any further efforts to collect money from those consumers, withdraw any consumer accounts that have

²⁵ Ark. Code Ann. § 4-88-102(5).

been referred to a collection agency, and remove any negative credit information from the consumers' credit record.

(D) Impose civil penalties pursuant to Ark. Code Ann. § 4-88-113(b), to be paid to the State by the Defendants in the amount of \$10,000.00 per each violation of the Arkansas Deceptive Trade Practices Act proved at a trial of this matter, the full amount of which will exceed the amount necessary to establish federal diversity jurisdiction.

(E) Issue an order, pursuant to Ark. Code Ann. § 4-88-113(e), requiring Defendants to pay the State's costs in this investigation and litigation, including, but not limited to, attorneys' fees and costs; and

(F) For all other just and proper relief to which the State may be entitled.

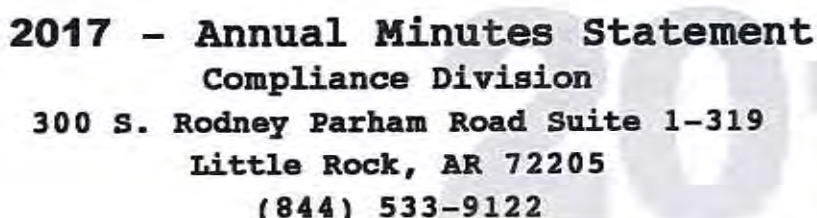
Respectfully Submitted,

LESLIE RUTLEDGE
Attorney General

By:




Sarah Page Tacker, Ark. Bar No. 2002189
Deputy Attorney General
Arkansas Attorney General's Office
Public Protection Department
323 Center Street, Suite 200
Little Rock, Arkansas 72201
Telephone: (501) 682-1321
Facsimile: (501) 682-8118
Sarah.Tacker@ArkansasAG.gov



Key Code: ARK317	Notice Date: 2/1/2017	Entity #: 800098762	Incorporation Date: 12/6/2006
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Entity Address:


 3 1 *****AUTO**ALL FOR AADC 720 0763
 [REDACTED] LLC
 [REDACTED] Dr
 Little Rock, AR 72212-[REDACTED]

PLEASE RESPOND BY:

February 27, 2017

U.S. Business Services will prepare & provide, for a fee, corporate consent records in lieu of meeting minutes that fulfill the following requirements of Arkansas Law:

ARKANSAS CODE - § 4-27-1601 - Corporate Records. (a) "A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors..." (c) A corporation or its agent shall maintain a record of its shareholders, in a form that permits preparation of a list of the names and addresses of all shareholders, in alphabetical order by class of shares showing the number and class of shares held by each.

ARKANSAS CODE - § 4-27-701 - Annual meeting. (a) A corporation shall hold a meeting of shareholders annually at a time stated in or fixed in accordance with the bylaws. (b) Annual shareholders' meetings may be held in or out of this state at the place stated in or fixed in accordance with the bylaws. If no place is stated in or fixed in accordance with the bylaws, annual meetings shall be held at the corporation's principal office.

Corporate minutes may also be prepared by corporate officers or other agents. U.S. Business Services is not a government agency and does not have or contract with any government agency to provide this service nor does it fulfill the State of Arkansas's Annual Report filing requirement.

Please complete this Annual Minutes Statement and mail the completed form with your check for \$150.00 payable to U.S. Business Services in the enclosed envelope.

Step 1. SHAREHOLDERS - Please List All Shareholders. Shares MUST Total 100%.

NAME :	⌘	NAME :	⌘
NAME :	⌘	NAME :	⌘
NAME :	⌘	NAME :	⌘
NAME :	⌘	NAME :	⌘

Step 2. CORPORATE DIRECTORS - Please List All Members Of The Board Of Directors.

NAME :	NAME :
NAME :	NAME :
NAME :	NAME :
NAME :	NAME :

Step 3. CORPORATE OFFICERS - Please List All Names & Titles Of Each Officer.

NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:

Step 4. CONTACT INFORMATION - Please Provide Contact Info Should Any Questions Arise.

Contact Name:	Contact Phone:	Contact Email:
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Step 5. SIGNATURE & PAYMENT - Please Sign Below & Check Appropriate Payment Method.

<input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> \$150.00 <u>CHECK OR</u> MONEY ORDER ENCLOSED <u>Please make your check payable to:</u> U.S. Business Services 300 S. Rodney Parham Road Suite 1-319 Little Rock, AR 72205	CREDIT CARD PAYMENT <div style="display: flex; justify-content: space-between;"> <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> Visa & Mastercard <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> American Express <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/> Discover </div> <div style="margin-top: 5px;"> Enter Credit/Debit Card Number <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> Enter Card Expiration Date: <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> </div> <div> CVV: (3 digits on back) <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> </div> <div> Billing Zip Code: <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> </div> </div> </div>
Signature:	Date:



U.S. BUSINESS SERVICES
300 S. RODNEY PARHAM ROAD
SUITE 1 - 319
LITTLE ROCK, AR 72205

IMPORTANT -- OPEN IMMEDIATELY
2017 ANNUAL MINUTES STATEMENT
BUSINESS MAIL - TIME SENSITIVE

Not Legitimate
501.982.8118



2017



Annual Minutes Statement

U.S. Business Services

Compliance Division - Arkansas Corporations

1818 North Taylor Street Suite B-230

Little Rock, AR 72207

(844) 533-9122

records@usbusinessservices.org

Key Code: 811109779	Notice Date: 8/2/2016	Entity #: ARK1016	Incorporation Date: 10/07/2016
Entity Address:			
 12 1 *****ALL FOR ARDC 720 Kaleb Watson Scholarship Memorial Fund 233 County Road 3780 Hagarville, AR 72839-9339		 PLEASE RESPOND BY: October 31, 2016	

U.S. Business Services will prepare & provide, for a fee, corporate consent records in lieu of meeting minutes that fulfill the following requirements of Arkansas Law:

ARKANSAS CODE - § 4-27-1601 - Corporate Records. (a) "A corporation shall keep as permanent records minutes of all meetings of its shareholders and board of directors..." (c) A corporation or its agent shall maintain a record of its shareholders, in a form that permits preparation of a list of the names and addresses of all shareholders, in alphabetical order by class of shares showing the number and class of shares held by each.

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Corporate minutes may also be prepared by corporate officers or other agents. U.S. Business Services is not a government agency and does not have or contract with any government agency to provide this service nor does it fulfill the State of Arkansas's Annual Report filing requirement.

Please complete this Annual Minutes Statement and mail the completed form with your check for \$150.00 payable to U.S. Business Services in the enclosed envelope.

Step 1. SHAREHOLDERS - Please List All Shareholders. Shares MUST Total 100%.

NAME: %	NAME: %
NAME: %	NAME: %
NAME: %	NAME: %
NAME: %	NAME: %

Step 2. CORPORATE DIRECTORS - Please List All Members Of The Board Of Directors.

NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:

Step 3. CORPORATE OFFICERS - Please List All Names & Titles Of Each Officer.

NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:
NAME:	TITLE:	NAME:	TITLE:

No. 0997 P. 1

OCT. 19. 2016 6:03PM JRMCA ADMISSIONS

NAME:
NAME:
NAME:
NAME:

NAME:
NAME:
NAME:
NAME:

Step 3. CORPORATE OFFICERS - Please List All Names & Titles Of Each Officer.

NAME:	TITLE:
NAME:	TITLE:
NAME:	TITLE:
NAME:	TITLE:

NAME:	TITLE:
NAME:	TITLE:
NAME:	TITLE:
NAME:	TITLE:

Step 4. CONTACT INFORMATION - Please Provide Contact Info Should Any Questions Arise.

Contact Name:	Contact Phone:	Contact Email:
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Step 5. SIGNATURE & PAYMENT - Please Sign Below & Check Appropriate Payment Method.
☐ **\$150.00 CHECK OR MONEY ORDER ENCLOSED**

Please make your check payable to:
U.S. Business Services
 1818 North Taylor Street
 Suite B - 230
 Little Rock, AR 72207

CREDIT CARD PAYMENT
☐ Visa & Mastercard

 ☐ American Express

 ☐ Discover

Enter Credit/Debit Card Number

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Enter Card Expiration Date:

□	□	□	□
---	---	---	---

CVV:
(3 digits on back)

□	□	□
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Billing Zip Code:

□	□	□	□	□	□
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Signature:

Date:



THE ATTORNEY GENERAL
STATE OF ARKANSAS
LESLIE RUTLEDGE

Sarah Page Tacker
Deputy Attorney General
Direct Dial: (501) 682-1321
Sarah.Tacker@ArkansasAG.gov

October 20, 2016

U.S. Business Services
1818 North Taylor Street, Suite B-230
Little Rock, AR 72207
records@usbusinessservices.org

Re: Violations of the Arkansas Deceptive Trade Practices Act

To Whom It May Concern:

The Office of the Arkansas Attorney General is in receipt of multiple complaints from charitable organizations who received the solicitation you mailed out regarding "Annual Minutes Statement." This solicitation is misleading and deceptive and in violation of the Arkansas Deceptive Trade Practices Act, Ark. Code Ann. § 4-88-101, *et seq.*

This Office is monitoring the activity associated with this scam. It would be wise for U.S. Business Services to cease any solicitation of Arkansas consumers, by mail or otherwise. Further, if U.S. Business Services receives any money from Arkansas charitable organizations or small business owners, we would strongly encourage you to return the money to the sender immediately.

If you have questions about the position of this office, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sarah Page Tacker", is written over a light blue rectangular background.

Sarah Page Tacker
Deputy Attorney General

c.c. UPS Store 1818 N Taylor St, Little Rock AR