



## Information for publishing LLC notices in Times Beacon Record Newspapers

We have 6 newspapers: *The Village Times Herald*, *The Port Times Record*, *The Village Beacon Record*, *The Times of Middle Country*, *The Times of Smithtown* and *The Times of Huntington, Northport & East Northport*.

Please tell us which one of these newspapers you want your LLC to appear in.

Our newspapers are published weekly on Thursdays. The deadline for LLC notices is Friday noon the week before you wish it to begin running.

All LLC notices must run for 6 weeks. The approximate cost for the 6 week run is about \$70, including one affidavit of publication (This affidavit is the paper you will send to the state). Your affidavit will be mailed to you at the end of the 6 week run at the address you provide.

We do require prepayment, either by check or credit card, **prior** to the week that your LLC notice begins running. If paying by credit card, contact me with your payment information at 631 751-7744 ext. 127, or you can email your credit card information to me at [Legals@TBRNewspapers.com](mailto:Legals@TBRNewspapers.com). I will need the credit card number, the name on the card, the security code, expiration date and billing zip code. Checks may be mailed to Times Beacon Record Newspapers, PO Box 707, Setauket, NY 11733.

The text of your LLC notice must be provided to us attached to an email as a word document OR typed into the body of an email. Scanned copies cannot be accepted.

### **Here is a sample LLC notice:**

Notice of formation of **Sample, LLC**. Arts of Org. filed with Secretary of State of New York (SSNY) on **Month/Day/Year**. Office location: Suffolk County. SSNY has been designated as agent of the LLC upon whom process against it may be served. SSNY shall mail a copy of the process to the LLC: **5 Sample LLC Drive, City, State, Zip Code**. Purpose: Any lawful purpose.

Please let me know if you have any questions by emailing [Legals@TBRNewspapers.com](mailto:Legals@TBRNewspapers.com).