

Natalie E. Tennant  
Secretary of State  
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Charleston, WV 25305



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**FILE ONE ORIGINAL**  
(Two if you want a filed  
stamped copy returned to you)  
**FEE: \$25.00**

## ARTICLES OF DISSOLUTION OF A BUSINESS TRUST

Office Hrs: Monday – Friday  
8:30 a.m. – 5:00 p.m. ET

**The trustees of the Business Trust adopt and file the following Articles of Dissolution for the purpose of dissolving the Business Trust, according to the provisions of the West Virginia Code.**

1. The **name of the business trust** is: \_\_\_\_\_

2. The **date the dissolution was authorized**: \_\_\_\_\_

3. The **mailing address** to which the Secretary of State may mail a copy of any process against the business trust:

\_\_\_\_\_

No. & Street

City, State and Zip

4. By **checking the box below** you are attesting that the following statement is true and correct.

The proposal to dissolve was duly approved by the trustees in the manner required by the West Virginia Code.

5. **Contact name and number** of person to reach in case of problem with filing: (Optional, however, listing one may help to avoid a return or rejection of filing if there appears to be a problem with the document.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business e-mail address, if any: \_\_\_\_\_

6. **Print name of Signer**: \_\_\_\_\_ **Title/Capacity of Signer**: \_\_\_\_\_

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

**\*Important Legal Notice Regarding Signature:** Per West Virginia Code [§31D-1-129](#). Penalty for signing false document. Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the secretary of state for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both.

**INSTRUCTIONS FOR FILING A CERTIFICATE OF DISSOLUTION  
OF A WV BUSINESS TRUST**

Dissolution of a Business Trust in West Virginia requires several steps and may take some time. The process will go more quickly if the business trust's trustees take care of all liabilities first, including filing any tax or employment reports and paying any outstanding taxes, assessments or penalties to the State of West Virginia.

**Filing fee is \$25** and you should make checks payable to the **West Virginia Secretary of State**.

The Secretary of State will request, in writing, clearances from the West Virginia State Tax Department, Employer Coverage Unit (Workers Compensation) and Department of Employment Security. When those clearances are received in writing, which may take as long as two years, a certificate of dissolution will be prepared and mailed to the address given on the Articles of Dissolution.

You will be held liable for all taxes, fees, penalties, interest, etc. until clearances are obtained from all departments and divisions listed above.

**IF YOU NEED ADDITIONAL INFORMATION CONCERNING FILING FOR A CERTIFICATE OF DISSOLUTION FOR YOUR COMPANY, PLEASE CONTACT OUR OFFICE AT 304-558-8000.**