

Natalie E. Tennant
Secretary of State
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Bldg 1, Suite 157-K
Charleston, WV 25305



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Hrs: 8:30 a.m. – 5:00 p.m. ET

**FILE ONE ORIGINAL APPLICATION FOR CERTIFICATE OF
WITHDRAWAL OF A BUSINESS TRUST**

FEE: \$25.00

In accordance with the provisions of the West Virginia Code, the undersigned Business Trust hereby applies for a certificate of withdrawal from West Virginia, and submits the following statement:

1. The name of the business trust is: _____

2. It is formed under the laws of: _____

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

No. & Street City, State and Zip

4. The Business Trust hereby attests that: It is not transacting business in West Virginia. It hereby surrenders its authority to transact business in West Virginia. It revokes the authority of its registered agent in West Virginia to accept service of process, and consents that service of process in any action, suit or proceeding based upon any course of action arising in West Virginia during the time the trust was authorized to transact business in West Virginia may thereafter be made on the trust by service thereof on the Secretary of State of West Virginia and commits to notify the Secretary of State of any changes of the trust's mailing address.

5. Contact name and number. This is optional, however, listing one may help expedite your filing and avoid any possible rejection of your filing if a problem is found.

Contact Name Phone Number

6. Print name of signer: _____ Title/Capacity of Signer: _____

Signature: _____ Date: _____

**INSTRUCTIONS FOR FILING A CERTIFICATE OF WITHDRAWAL
OF A BUSINESS TRUST**

Withdrawal 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 withdrawal will be prepared and mailed to the address given on the Articles of Withdrawal.

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
WITHDRAWAL FOR YOUR COMPANY, PLEASE CONTACT OUR OFFICE AT 304-558-8000.**