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

**CERTIFICATE OF CANCELLATION  
OF AUTHORITY OF A FOREIGN  
LIMITED LIABILITY COMPANY**

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

Pursuant to West Virginia Code [§31B-10-1008](#):

1. The **name** of the limited liability company is: \_\_\_\_\_

and is **organized in the State of**: \_\_\_\_\_

2. The **address** to which correspondence relating to this cancellation is to be sent: \_\_\_\_\_

3. The **effective date of the cancellation of authority** of the above named limited liability company is:  the date the certificate of cancellation is filed  
 the following date: \_\_\_\_\_  
(requested **date may not be earlier than filing nor later than 90 days after filing in our office**)

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

\_\_\_\_\_  
Contact Name Phone Number

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

5. I, the undersigned, hereby certify that: (1) I am authorized to act on behalf of the limited liability company in this matter; (2) this foreign limited liability company has ceased to do business in West Virginia; and (3) all responsibilities for filing with the Department of Tax and Revenue and any other State agencies have been completed.

\_\_\_\_\_  
Name (print) Title/Capacity

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

**\*Important Legal Notice Regarding Signature:** Per West Virginia Code [§31B-2-209](#). **Liability for false statement in filed record.** If a record authorized or required to be filed under this chapter contains a false statement, one who suffers loss by reliance on the statement may recover damages for the loss from a person who signed the record or caused another to sign it on the person's behalf and knew the statement to be false at the time the record was signed.

## **Instructions for filing Certificate of Cancellation of a Foreign Limited Liability Company**

A limited liability company may file a certificate of cancellation when the company desires to cease doing business in West Virginia. Remember, all filings and payments required by the Department of Tax and Revenue and any other State agency, such as Department of Employment Security or Workers Compensation, must be completed before the company's responsibilities and liabilities to the State are completed.

**A company which is dissolved in its home state should immediately complete all filings with other state agencies and file a certificate of cancellation in West Virginia.**

### **CERTIFICATE OF CANCELLATION**

#### **Complete all sections of the form.**

**Section 1.** If the name used in West Virginia is a trade name, please list both the name registered in your home state and the trade name used in West Virginia.

**Section 2.** Enter the address where you can receive correspondence relating to this cancellation.

**Section 3.** Unless another date is given, the effective date will be the date of filing in our office. **Note:** The effective date CANNOT be earlier than filing nor LATER than 90 days AFTER filing in the Office of Secretary of State.

**Section 4.** List a contact person to reach regarding the cancellation. This is optional, however, listing one may help avoid return or rejection of your document if something is wrong.

**Section 5.** List the name of the person signing the document and the title or capacity in which he/she is signing.

#### **Filing Fee:**

Submit **\$25**, payable to the **West Virginia Secretary of State** and one original application (two if you would like a "filed" stamped copy returned to you) to the address on the top of the application.