

West Virginia Secretary of State
1900 Kanawha Blvd E
Bldg 1, Suite 157-K
Charleston, WV 25305



Penney Barker, Manager
Corporations Division
Tel: (304)558-8000
Fax: (304)558-8381

Website: www.wvsos.com

E-mail: businessB@wvsos.com

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

FILE ONE ORIGINAL

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

ARTICLES OF DISSOLUTION OF A VOLUNTARY ASSOCIATION

**** The members of the Voluntary Association adopt and file the following Articles of Dissolution for ****
the purpose of dissolving the Voluntary Association, according to the provisions of the WV Code.

1. The **name of the voluntary association** is: _____

2. The **date the dissolution was authorized**: _____

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

No. & Street **City, State and Zip**

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

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 avoid return or rejection of filing if there appears to be a problem.)

Name: _____ Phone: _____

Business e-mail address, if any: _____

6. **Signature** (See below ****Important Legal Notice Regarding Signature****):

Signature **Date**

Title / Capacity in which he/she is signing
(example: President, Chairman, etc.)

****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 VOLUNTARY ASSOCIATION**

Dissolution of a Voluntary Association in West Virginia requires several steps and may take some time. The process will go more quickly if the association takes 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. After those clearances have been received in writing by our office, which may take as long as two years, a **Certificate of Dissolution** will be prepared and mailed to the address entered on the Articles of Dissolution by the West Virginia Secretary of State.

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

FILING THE ARTICLES – ONE ORIGINAL REQUIRED – AND PAYING THE FEE
Send an additional original if you want a filed copy returned to you

Registration fee:	\$25
\$15 per certified copy:	+ _____
Total Fee:	= _____

*Make your checks payable to **West Virginia Secretary of State.***

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