

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: business@wvsos.com

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

**APPLICATION FOR CERTIFICATE
OF WITHDRAWAL OF A
VOLUNTARY ASSOCIATION**

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

In accordance with the provisions of the West Virginia Code, the undersigned Voluntary Association hereby applies for a Certificate of Withdrawal from West Virginia, and submits the following statement:

1. The name of the voluntary association is: _____

2. It is formed under the laws of the State 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 Association 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 association's mailing address.

5. **Name and phone number of contact person.** (This is optional, however, if there is a problem with the filing, listing a contact person and phone number may avoid having to return or reject the document.)

Contact Name

Phone Number

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

Print Name of Signer: _____ Title/Capacity: _____

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 WITHDRAWAL
OF A VOLUNTARY ASSOCIATION**

Withdrawal 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.

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 are received in writing by the Office of Secretary of State, 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.

The **filing fee is \$25** and the check should be made payable to the **WV Secretary of State**. If you are requesting a Certified Copy of the filing returned to you, include the additional payment of **\$15 per Certified Copy requested**.

Registration fee:		<u> \$25 </u>
\$15 per Certified Copy:	+	<u> </u>
Total Fee:	=	<u> </u>

Make your checks payable to West Virginia Secretary of State.

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