

Natalie E. Tennant  
Secretary of State  
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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  
FROM CERTIFICATE OF AUTHORITY**

**FEE: \$25.00**

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

1. The name of the corporation is: \_\_\_\_\_

2. It is incorporated under the laws of: \_\_\_\_\_

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

\_\_\_\_\_

No. & Street

\_\_\_\_\_

City/State/Zip

4. The following statement does not apply to insurance companies who are registered and will continue to be registered with the West Virginia Insurance Commission. The company 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 corporation was authorized to transact business in West Virginia may thereafter be made on the corporation by service thereof on the Secretary of State of West Virginia and commits to notify the Secretary of State of any changes of the corporations 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 may avoid having to return or reject the document)

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Phone Number

6. Print Name of Signer: \_\_\_\_\_ Title/Capacity: \_\_\_\_\_

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

**INSTRUCTIONS FOR FILING A CERTIFICATE OF WITHDRAWAL  
FROM CERTIFICATE OF AUTHORITY**

In order for the Office of the Secretary of State to issue a Certificate of Withdrawal for a foreign profit or non-profit corporation, the corporation must submit an application for withdrawal.

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 CERTIFICATE OF WITHDRAWAL FOR YOUR CORPORATION, PLEASE CONTACT OUR OFFICE AT 304-558-8000.**