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Hrs: 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**

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

**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)

4. Contact name and 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 Title/Capacity Signature

## **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.** 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. **Note:** The effective date CANNOT be earlier than filing nor LATER than 90 days from filing.

**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 WV Secretary of State and one application (two if you would like a filed stamped copy returned to you) to the address on the top of the form.