



**West Virginia Secretary of State**  
Business Division  
(304) 558-8000  
wvsos.gov

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## **Cancel/Withdraw a Foreign Unincorporated Non-Profit Association**

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When an out-of-state (foreign) Unincorporated Non-Profit Association intends to cancel, or withdraw, its registration in West Virginia, the association's authorized registered agent must submit to Secretary of State in writing a statement of cancellation signed by the registered agent. This office does not provide a standardized form to file the cancellation.

### **1. Prepare the cancellation statement.**

The statement must include:

- The name of the unincorporated non-profit association,
- The principal address of the association,
- The date of the cancellation (the effective date of the cancellation will be the date of filing by the Secretary of State),
- The authorized registered agent's name having authority to file the cancellation, and
- The registered agent must sign and date the statement.

### **2. Submit the statement to Secretary of State.**

- Use the [Filing Instructions](#) and [Customer Order Request](#) forms when submitting the statement to this office for processing.
- There is no fee to file the cancellation, however, if requesting expedite service, an expedite fee, listed on the Customer Order Request form, will apply.