TRADE NAME (DBA) WITHDRAWAL
(Form for Individual, Sole Proprietorship and General Partnership registered through West Virginia State Tax Department.)
Form TN-2
Rev. 07/2026

West Virginia Secretary of State
Business & Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov

FILE ONE ORIGINAL
(Two if you want a filed stamped copy returned to you.)
FILING FEE: N/A

*****The undersigned, having authority to execute this application, duly acknowledges compliance to *** withdraw the trade name for the registered business below according to West Virginia Code §47-8-2; 3.**

1. The **name of the business** applying to withdraw a **Trade Name (DBA)** is:

_____

The business in question #1 above MUST BE REGISTERED WITH THE WEST VIRGINIA STATE TAX DEPARTMENT. This application will be rejected if the business is not registered with the State Tax Department. If your organization is registered as a Corporation, Limited Liability Company, Limited Partnership, Limited Liability Partnership, Voluntary Association or Business Trust, DO NOT complete this form. You must file, instead, Form NR-4 to register a Trade Name (DBA).

2. The above business is withdrawing the following **Trade Name (DBA)**[*If more than one Trade Name (DBA) is being withdrawn, list each name being withdrawn on a separate line below.*]:

   a. **Trade Name (DBA):** _____

   b. **Trade Name (DBA):** _____

   c. **Trade Name (DBA):** _____

   d. **Trade Name (DBA):** _____

3. List the full **name(s) and address(es)** of the person or persons having signature authority to make the application per WV Code §47-8-2. [**NOTE**: If the business is a **General Partnership, ALL PARTNERS must be listed under this section and each partner must sign this application under item #4 below.** Continued on page 2. Attach additional pages if more than four partners are listed on the general partnership]:

Name 1: _____
Address 1: _____
Address 2: _____
City/State/Zip: _____

Name 1: _____
Address 1: _____
Address 2: _____
City/State/Zip: _____

Continued on page 2.

Name 1: _____

Address 1: _____

Address 2: _____

City/State/Zip: _____

_____

Name 1: _____

Address 1: _____

Address 2: _____

City/State/Zip: _____

4. **Contact and Signature Information**:

Enter in the spaces below the contact information of the person to reach in case there is a problem with the application.

Contact Person Name: _____ Contact Phone #: _____

Contact E-mail: _____

- **Individual or Sole Proprietorship - Provide only one signature in the space below.**
- **General Partnership - Provide signatures of ALL general partners listed above under item #3.**

Signature: _____ **Title:** _____ **Date:** _____

Signature: _____ **Title:** _____ **Date:** _____

Signature: _____ **Title:** _____ **Date:** _____

Signature: _____ **Title:** _____ **Date:** _____

Important Note: This form is a public document. Please DO NOT provide any personal identifiable information on this form such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.

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CUSTOMER ORDER REQUEST

INCLUDE THIS FORM WITH YOUR FILING

Name of Business on Filing: _____

Contact for Filing:
Name: _____
Phone: _____
Email: _____

Order Description: Please Identify the type of filing or request being made.

EXPEDITING SERVICE OPTIONS*

- ☐ Standard (5-10 business days) - No additional cost
- ☐ In-Person Same Day -$25 in addition to filing fee
- ☐ Next Business Day - $25 in addition to filing fee
- ☐ 2 Hour - $250 in addition to filing fee
- ☐ 1 Hour - $500 in addition to filing fee

Expediting Service is NOT AVAILABLE for:

-Dissolutions / Withdrawals of Corporations, Voluntary Associations, or Business Trusts
-Credit Service Organization Registrations
-Trademark Filings
-Sole Proprietor / General Partnership Trade Names

*Fees apply to each business. Time frame Indicates when the filing will be completed and registered in the Secretary of State database.

Return Information:

Method of Return:

- ☐ Hold for Pick Up
- ☐ Email: _____
- ☐ Specialty Carrier (Please provide return envelope & prepaid label)
- ☐ USPS Mail (standard)
  Attention: _____
  Street: _____
  City: _____ State: _____ Zip code: _____

Please Mail Filing to Any Secretary of State Hub Office		
WV One Stop Business Center 13 Kanawha Blvd. W. Suite 201 Charleston, WV 25302	**North Central WV Business Hub** 153 West Main Street Suite G - Third Floor Clarksburg, WV 26301	**Eastern Panhandle Business Hub** 229 East Martin Street Martinsburg, WV 25401

Secretary of State State Capitol Building Charleston, WV 25305 Phone: (304) 558-6000 Website: sos.wv.gov

Next Business Day, 2-Hour, and 1-Hour Expedite Service Guidelines

NEXT BUSINESS DAY EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your "**24-HOUR EXPEDITE"** request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* **f**ax confirmation of a 24-hour expedite.

The fee for 24-hour handling is $25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

Time Constraints: Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to **u**tilize the 2-hour expedite service, please enclose with your filing an additional $250.00 per filing and/or order. Please note that this **e**xpedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to **u**tilize the 1-hour expedite service, please enclose with your filing an additional $500.00 per filing and/or order. Please note that this **e**xpedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-Hour and 2-Hour Time Constraints: Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgment (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.