



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

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Dissolve a WV Unincorporated Non-Profit Association

When a West Virginia Unincorporated Non-Profit Association intends to dissolve, or terminate, the association, the association's authorized registered agent must submit to Secretary of State in writing a statement of dissolution (termination) signed by the registered agent. This office does not provide a standardized form to file the dissolution.

1. Prepare the dissolution statement.

The statement must include:

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

2. Submit the statement to Secretary of State.

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