

**CERTIFICATE OF CANCELLATION OF
AUTHORITY OF A FOREIGN LIMITED
LIABILITY COMPANY Form LLF-9
Rev. 07/2025**

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) FEE: \$25.00

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 in our office**)

4. **Contact name and phone 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 (print)

Title/Capacity

Signature*

Date

***Important Legal Notice Regarding Signature:** Per West Virginia Code [§31B-2-209](#). **Liability for false statement in filed record.** If a record authorized or required to be filed under this chapter contains a false statement, one who suffers loss by reliance on the statement may recover damages for the loss from a person who signed the record or caused another to sign it on the person's behalf and knew the statement to be false at the time the record was signed.

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. Enter 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 in our office. **Note:** The effective date CANNOT be earlier than filing nor LATER than 90 days AFTER filing in the Office of Secretary of State.

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



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 State Business & Licensing
 Division Tel: (304)558-8000
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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
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* fax 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 utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite 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 utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite 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.