

**WEST VIRGINIA PROTECTED  
SERIES DESIGNATION**

Form LLD-11  
Rev. 06/12/2026

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

**FILE ONE ORIGINAL**  
(Two if you want a filed stamped  
copy returned to you.)

**FILING FEE: \$25**

**\*\*\* The undersigned authorized person, according to West Virginia Code §31B-14-201, submits the following \*\*\*  
registration to designate a protected series limited liability company.**

1. The name of the limited liability company is: \_\_\_\_\_

2. The name of the designated protected series\* will be (See instructions below.): \_\_\_\_\_

**\*CHECK BOX to indicate you've included the REQUIRED PROTECTED SERIES NAME ENDING in the name.**  
**Your application will be returned to you as incomplete if the name does not conform to the name requirements.**

The name of a protected series must comply with §31B-1-105 of the West Virginia code and must:

- (1) Begin with the name of the limited liability company, including any word or abbreviation required by §31B-1-105 of this code (i.e., Limited Liability Company, or the abbreviation LLC, L.L.C., or Ltd. Co.); and
- (2) Contain the phrase "Protected Series" or "protected series" or the abbreviation "P.S." or "PS".

The name must also include a numeric (or alpha) designation of the series starting with "1" (or "A"). For example:  
XYZ Enterprises LLC would designate a series named:

XYZ Enterprises LLC Protected Series 1, XYZ Enterprises LLC Protected Series 2, etc.

Or

XYZ Enterprises LLC P.S. 1, XYZ Enterprises LLC P.S. 2, etc.

Or

XYZ Enterprises LLC PS 1, XYZ Enterprises LLC PS 2, etc.

3. The name and address of the person or company (agent) to whom notice of process may be sent will be: \_\_\_\_\_  
 (Note: An agent is required to be assigned, and the same agent must be assigned to all limited liability companies in the series.)

Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. **Contact and Signature Information\*** (See below ***Important Legal Notice Regarding Signature***):

a. Contact person to reach in case there is a problem with filing: \_\_\_\_\_ Phone: \_\_\_\_\_

b. Print or type name of signer: \_\_\_\_\_ Title/Capacity of signer: \_\_\_\_\_

c. **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.

**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.

**FILING THE REGISTRATION - ONE ORIGINAL REQUIRED - AND PAYING THE FEE**

**Send an additional original if you want a filed date-stamped copy returned to you at no additional cost.**

The filing fee will consist of paying a registration fee. If requesting a certified copy, an additional fee of \$15 per certified copy requested is required.

**Registration fee\*** \_\_\_\_\_ **Registration fee = \$25**

\$15 per certified copy: + \_\_\_\_\_

Expedite Fee (if any): + \_\_\_\_\_ **Expedite Fee** is additional if requesting expedite service. See **Customer Order Request** form for more information.

**Total fee:** = \_\_\_\_\_

\*\*\*\* *Make your check or money order payable to West Virginia Secretary of State.* \*\*\*\*

**TEXT ALERTS:** Stay up-to-date regarding filing deadlines and changes to business, charity, notary, private investigation, and security guard laws. To sign up, visit the Secretary of State online at [www.wvsos.gov](http://www.wvsos.gov) and select **Text Alerts**.

**TERMINATION:** A limited liability company is a legal entity which can only be terminated through formal action - not by a letter or phone call. You remain liable for all taxes, assessments, fines, penalties and interest until you receive a certificate of termination from the Secretary of State. Contact us for more information.



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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**

<p><b>WV One Stop Business Center</b>          13 Kanawha Blvd. W.          Suite 201          Charleston, WV 25302</p>	<p><b>North Central WV Business Hub</b>          153 West Main Street          Suite G - Third Floor          Clarksburg, WV 26301</p>	<p><b>Eastern Panhandle Business Hub</b>          229 East Martin Street          Martinsburg, WV 25401</p>
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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

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## 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 acknowledgement (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.**