ARTICLES OF DISSOLUTION OF A VOLUNTARY DISSOLUTION OF A WEST VIRGINIA CORPORATION
Form CD-6
Rev. 09/2026

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: $25 - Expedited service not available for this type of filing.

***** The officers or board of directors adopts and file the following Articles of Dissolution for the purpose *****

of dissolving the West Virginia Corporation, according to the provisions of the West Virginia Code §31D-14-1403 (for profit corporation), §31E-13-1303 (for non-profit corporation).

1. The name of the corporation is: _____

2. The date the dissolution was authorized: _____

3. Current **name and address** of **agent** (person or entity) to which any **service of process** against the corporation may be mailed. Include entity/ corporation name on address line, if necessary.

   Name: _____

   Address 1: _____

   Address 2: _____

   City: _____ State: _____ Zip Code: _____

4. **Profit Corporations (only)** If the dissolution was approved by the shareholders, check the following statement.

   ☐ The proposal to dissolve was duly approved by the shareholders in the manner required by the West Virginia Code §31D-14

5. **Non-Profit Corporations (only)** If the dissolution was approved by the members, check the following statement.

   ☐ The proposal to dissolve was duly approved by the members in the manner required by the West Virginia Code §31E-13

6. **Name and phone number of contact person.** (*This information is optional, however, if there is a problem with the filing, listing a contact person may avoid having to return or reject the document.*)

   _____ _____
   Contact Name Phone Number

7. **Signature Information** (See below ***Important Legal Notice Regarding Signature***):

   Print Name of Signer: _____ Title/Capacity: _____
   Signature : _____ **Date:** _____

******Important Legal Notice Regarding Signature:*** *Per* **West Virginia Code §31D-1-129. Penalty for signing false document.** Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the secretary of state for filing is guilty of a misdemeanor and, upon convict- ion thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both.

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.

INSTRUCTIONS FOR FILING ARTICLES OF DISSOLUTION OF A WEST VIRGINIA CORPORATION

(according to the provisions of West Virginia Code §31D-14-1403 (for profit corporation), §31E-13-1303 (for non-profit corporation).

Due to the nature of the dissolution process, expedited service is not available for this filing.

Dissolution of a domestic corporation in West Virginia requires several steps and may take some time. The process will go more quickly if the company officers and/or board of directors take care of all liabilities first, including filing any tax or employment reports and paying any outstanding taxes, assessments or penalties to the State of West Virginia.

Winding Up Business (Effect of Dissolution)

A dissolved corporation continues its corporate existence but may not carry on any activities except those appropriate to wind up and liquidate its activities and affairs (see West Virginia Codes below).

- **Profit corporation: § 31D-14-1405**
- **Non-profit corporation: §31E-13-1305**

Filing Articles of Dissolution

File with the Secretary of State one original signed application, two if you want a filed date stamped copy returned to you.

The application needs to be signed by an officer of the corporation or by the chairman of the board of directors of the corporation.

Filing fee is $25. Please make checks payable to the ***West Virginia Secretary of State****:*

The Secretary of State will request, in writing, clearances from the following state agencies:

- **West Virginia State Tax Department,**
- **Employer Coverage Unit (Workers**
- **Compensation)** and **Department of Employment Security (WorkForce WV)**

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After the clearances are received in writing by our office, which may take as long as two (2) years, a **Certificate of Dissolution** will be prepared and mailed to the address indicated in the Articles of Dissolution.

IF YOU NEED ADDITIONAL INFORMATION CONCERNING FILING FOR A VOLUNTARY DISSOLUTION FOR YOUR COMPANY, PLEASE CONTACT OUR OFFICE AT 304-558-8000.

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

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

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* 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.