



Office of the Secretary of State  
Corporations & Charities Division

### Limited Liability Company

See attached detailed instructions

No Fee for Standard Service

Expedited Service \$50.00

This Box For Office Use Only

UBI Number: \_\_\_\_\_

## CERTIFICATE OF CANCELLATION (Foreign/Non Washington)

Chapter 25.15 RCW

### SECTION 1

**NAME OF LIMITED LIABILITY COMPANY:** *(as currently recorded with the Office of the Secretary of State)*

**MAILING ADDRESS TO RETURN THE COMPLETED DOCUMENT:**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### SECTION 2

**ORIGINAL DATE FOR CERTIFICATE OF REGISTRATION:** \_\_\_\_\_

### SECTION 3

**EFFECTIVE DATE OF CANCELLATION:** *(please check one of the following)*

- Upon filing by the Secretary of State
- Specific Date: \_\_\_\_\_ *(Specified effective date must be within 90 days AFTER the Cancellation has been filed by the Office of the Secretary of State)*

### SECTION 4

**ADDRESS WHERE SERVICE OF PROCESS MAY BE FORWARDED: (REQUIRED)**

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### SECTION 5

**REASON FOR CANCELLATION:** *(if necessary, attach additional information)*

### SECTION 6

**MEMBER OR MANAGER SIGNATURE** *(see instructions page)*

*This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.*

X _____	_____	_____	_____
<b>Signature</b>	<b>Printed Name/Title</b>	<b>Date</b>	<b>Phone</b>

## **INSTRUCTIONS – CERTIFICATE OF CANCELLATION**

Please complete all sections of the Certificate of Cancellation. **USE DARK INK ONLY.** For an electronic, fillable version of this form, please visit our website at [www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)

**UBI Number:** Please enter your existing Unified Business Identifier (UBI Number) as currently recorded with the Office of the Secretary of State, in the box in the upper right hand corner of page 1.

### **Section 1**

Provide the Foreign Limited Liability Company (LLC) name as it is currently is recorded with the Office of the Secretary of State. Please include the address where the completed document should be mailed.

### **Section 2**

List the original filing date of the Foreign Limited Liability Company's Registration as recorded with the Office of the Secretary of State.

### **Section 3**

Choose either upon filing by the Secretary of State or you may indicate an effective date. The effective date can be up to 90 days AFTER filing the cancellation of the Registration by the Office of the Secretary of State.

### **Section 4**

A Foreign LLC must complete this section with an address where service of process may be forwarded.

### **Section 5**

List the reason(s) for cancellation of the Foreign Limited Liability Company. *(if necessary, attach additional information)*

### **Section 6**

The Certificate of Cancellation must be signed by a member or manager of the LLC or their authorized representative. If signed by an authorized representative you must provide the title and capacity of person signing and whom they represent.

### **Additional Information:**

**FEES:** There is no filing fee for standard service. If expedited service is requested, include an additional \$50.00 and write "EXPEDITE" on the outside of the envelope. Make the checks or money orders payable to "Secretary of State". ***(All fees are non-refundable)***

### **Mail completed forms and payment to:**

Secretary of State  
Corporation Division  
801 Capitol Way S  
PO Box 40234  
Olympia WA 98504-0234

If you have questions, need assistance, or would like to provide feedback please visit the Corporations Division website at [www.sos.wa.gov/corps](http://www.sos.wa.gov/corps) or call 360-725-0377.