

Instructions L003i

Notice of Cancellation of Approved Limited Liability Company Name Reservation

ARIZONA CORPORATION COMMISSION

Corporations Division
1300 West Washington Street
Phoenix, Arizona 85007
www.azcc.gov
(602) 542-3026



General Information

An approved limited liability company name reservation may be cancelled by the Owner of the name reservation by submitting to the Arizona Corporation Commission a Notice of Cancellation of Approved Limited Liability Company Name Reservation.

Note that the Arizona Corporation Commission does not register, reserve, or cancel trade names. For trade name information, contact the Secretary of State's Office at 602-542-6187 or www.azsos.gov.

Cancellation must occur before the expiration date. To cancel an approved LLC name reservation, the Notice of Cancellation must be submitted to the Arizona Corporation Commission on or before the expiration of the 120 day effective time period of the name reservation.

Only approved name reservations can be canceled. The name reservation must have been approved by the Arizona Corporation Commission before it can be canceled. If your Application for an LLC name reservation is still pending and has not yet been approved, then you can submit a Cancel Pending Document Or Order Request form M005. Forms are available on our website at <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

Filing fee. The filing fee is \$10.00. For expedited processing (read the next paragraph), add \$35.00 to the filing fee. All fees are nonrefundable. See A.R.S. § 29-851.

Processing time. Processing times are posted on our website each Monday at www.azcc.gov/Divisions/Corporations. For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. § 29-851. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. The Arizona Corporation Commission does not currently offer same day or next day service.

Instructions

Number 1. List the exact name that was reserved as shown on Arizona Corporation Commission records, including exact spelling, punctuation, and any limited liability company identifier such as LLC or L.L.C., etc.

Number 2. List the Arizona Corporation Commission file number for the LLC name reservation. Find the file number on our website at www.azcc.gov/Divisions/Corporations.

Number 3. The Owner is the same individual or entity that was listed as the Applicant in the Application To Reserve Limited Liability Company Name, or, if the name reservation was transferred, the Owner is the person to whom it was transferred (the Transferee). List the name of that individual or entity exactly as it appears in Arizona Corporation Commission records.

Signature and Verification

The individual Owner or an authorized agent of the entity Owner listed in number 3 must sign the Notice of Cancellation.

The document is submitted under penalty of perjury, and the "I accept" box must be checked.

Sign on the line underneath the "I accept" box. Print the name of the individual signing next to the signature. If completing the form online, type in the name in both fields. Fill in the date. Check the appropriate box in the appropriate section underneath the signature line to indicate the capacity of the person signing. The box checked must be consistent with the Owner listed in number 3.

Submit the document

Cover Sheet. All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

What to submit:

1. Cover Sheet
2. Notice of Cancellation of Approved LLC Name Reservation
3. Payment.

By Mail. Mail the completed paper document, cover sheet, and payment (see below for payment information) to:
Arizona Corporation Commission
Corporations Division
1300 W. Washington St.
Phoenix, Arizona 85007

In Person. Deliver the completed document, cover sheet, and payment (see below for payment information) to:
Arizona Corporation Commission
Corporations Division
1300 W. Washington St.
Phoenix, Arizona 85007

Payment Methods

Credit card. If submitting the document in person, payment by credit card is acceptable. Credit cards cannot be used if submitting by mail. The Arizona Corporation Commission accepts only Visa, MasterCard, or American Express.

Check. If submitting the document by mail or in person, payment by check is acceptable. Checks must be made payable to "Arizona Corporation Commission," with all words spelled out and no abbreviations. Checks must be completely and properly filled out, including the amount sections. Checks that do not have an imprinted or preprinted name and address of the account holder and an imprinted or preprinted check number will not be accepted. Handwritten or stamped names, addresses, or check numbers will not be accepted. For example, we will not accept temporary checks, such as those from a new account. We will accept checks drawn on non-U.S. banks as long as the check states that the funds are payable in U.S. dollars.

Money order. If submitting the document by mail or in person, payment by money order is acceptable.

Cash. If submitting the document in person, cash payments are acceptable. Do not mail cash.

Questions

For questions, contact our Customer Service Call Center at 602-542-3026, or, within Arizona only, 800-345-5819.