

# Instructions L026i

## Certificate of Cancellation of Foreign LLC Registration

### ARIZONA CORPORATION COMMISSION

Corporations Division  
1300 West Washington Street  
Phoenix, Arizona 85007

[www.azcc.gov](http://www.azcc.gov)  
(602) 542-3026



## General Information

A foreign limited liability company ("LLC") that wishes to cancel or withdraw its registration in Arizona may do so by filing a Certificate of Cancellation. A.R.S. § 29-809. Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov), by following the link for Arizona Revised Statutes.

The Arizona Corporation Commission has a Certificate of Cancellation of Foreign LLC Registration form that meets the statutory requirements. Use of the A.C.C.'s form is not required. Forms are available on the A.C.C. website, [www.azcc.gov/divisions/corporations](http://www.azcc.gov/divisions/corporations).

**Is publication required?** No.

**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](http://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 of the LLC as shown in the records of the Arizona Corporation Commission, including exact spelling, punctuation, and the LLC identifier such as Limited Liability Company or LLC, etc.

**Number 2.** A.C.C. file number – list the LLC's file number given to it by the Arizona Corporation Commission. Find the file number on our website at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 3.** This is an informative statement taken from the statute, A.R.S. § 29-809. Statutes are available on the Arizona Legislature's website, [www.azleg.gov](http://www.azleg.gov), by following the link for Arizona Revised Statutes.

## Signature and Verification

If the LLC is manager-managed, a manager may sign the Certificate of Cancellation. Please note – there is no such thing as a "managing member" in the LLC statutes – the person is either a manager or not.

If the LLC is member-managed, any member can sign the Certificate of Cancellation. Please note – there is no such thing as a "managing member" in the LLC statutes – the person is simply a member of a member-managed LLC.

The Certificate of Cancellation may also be signed by any authorized agent of the foreign LLC. An "authorized agent" is any person given permission by the foreign LLC to sign or act on its behalf.

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 next to the signature. If completing the form online, type in the name in both fields. Fill in the date. Check the appropriate box underneath the signature line to indicate whether the person signing is a manager of a manager-managed LLC or a member of a member-managed LLC, or a duly authorized agent. If the member or manager signing the document is an entity, fill in the entity name underneath the appropriate check box.

## 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. Certificate of Cancellation
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.