

## ARTICLES OF CANCELLATION

The undersigned, with the intention of terminating a Maryland Limited Liability Company, files the following Articles of Cancellation:

(1) The name and principal office address of the Limited Liability Company are:

(Name of LLC) \_\_\_\_\_

(Address) \_\_\_\_\_

(2) The name and address of a Maryland resident agent who shall serve for one year after termination are:

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(3) The name and address of each member who was designated to wind up the affairs of the company are:

_____	_____	_____
_____	_____	_____
_____	_____	_____

OR, if no member was so designated, the names and addresses of all members are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Limited Liability Company is terminated.

(4) The company has no known creditors ( ) OR Notice of Termination was sent by registered mail, postage prepaid, return receipt requested to all known creditors of the company on the date of: \_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Person(s)

(6) \_\_\_\_\_

Resident Agent

**Filing party's return address:**

(7) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INSTRUCTIONS FOR TERMINATING A MARYLAND LIMITED LIABILITY COMPANY

To terminate a Maryland Limited Liability Company (LLC) an originally executed "**Articles of Cancellation**" must be submitted to Department of Assessments and Taxation, 301 W. Preston Street Baltimore, MD 21201-2392.

1. Insert the name of the limited liability company and the current address of its principal office. (*cannot be a P. O. box*)
2. Insert the name and address (*cannot be a P.O. box*) of the resident agent. A resident agent is another entity or individual designated to accept service of process for the LLC. The resident agent can be any Maryland citizen who is over eighteen, a Maryland corporation or a Maryland LLC. The resident agent must execute the document.
3. Either insert the name and address of each member designated to wind up the company's affairs **OR**, if none was so designated, the names and addresses of all members of the company.
4. Either check the box indicating that there are no known creditors of the limited liability company **OR** insert the date that notice was sent out to creditors (which must be at least 19 days prior to the date of filing these Articles of cancellation).
5. Execution - must be signed by an adult individual authorized by the members of the LLC.
6. The resident agent must sign here.
7. Insert the return address for any correspondence regarding this filing.

**NOTE:** This list is the mandatory provisions. Any provision the parties decide is relevant may be added to the Articles of Organization. Documents must be *typed or printed in black ink*.

### **FEES:**

Certificate of Cancellation	\$100.00
Certified Copy	\$20.00 + \$1.00 per page
Certificate of Status	\$20.00
Expedited Service Fee	\$50.00

Revised 7/03

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**How long will it take to process my documents?** Regular processing time for submitted documents is about 7-8 weeks; Expedited processing request will be responded to within 7 business days. \*Documents hand-delivered in limited quantities receive same day service between 8:30 am and 4:30 pm. **Hand-delivered transactions are to be paid by check only.** There is an expedited fee for same day service document processing. The expedited service fee is an additional \$50.00 for this document; other fees may also apply. Check the Fee Schedule web page for a list of all service fees, <http://www.dat.state.md.us/sdatweb/fees.html>

Mail completed forms to: State Department of Assessments and Taxation, Charter Division, 301 W. Preston Street; 8th Floor, Baltimore, MD 21201-2395. Fax completed forms with Mastercard or Visa credit card payment information to 410-333-7097. Fax request will be charged the additional expedited service fee.

**NOTE:** Due to the fact that the laws governing the formation and operation of business entities and the effectiveness of a UCC Financing Statement involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff can not offer business counseling or legal advice.

Notice regarding annual documents to be filed with the Department of Assessments & Taxation: All domestic and foreign legal entities must submit a Personal Property Return to the Department. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland. Copies of the return are available on the SDAT website. **The returns are due April 15th of each year.**