

Please fax this completed form to: 800-498-3611 OR e-mail to: [order@sundocumentfilings.com](mailto:order@sundocumentfilings.com)

# File the Certificate of Cancellation/Dissolution/Short Form – LLC With the California Secretary of State

Pages attached: \_\_\_\_\_

## STEP 1:

Name of LLC: \_\_\_\_\_

Secretary of State (Not EIN) LLC # **Required:** \_\_\_\_\_

NOTE: Our filing fee does not include obtaining the State ID #. Look it up at <http://kepler.sos.ca.gov/list.html> or look on the Articles of Organization (Domestic) or Application for Registration (Foreign). The Federal Tax ID number or EIN is NOT the LLC number.

## STEP 2: Shipping - How would you like your order returned?

Choose as many as you need: Fax is free (to one location in the U.S. only) OR add \$5.00 for Scan and e-mail

E-Mail address for scanned document: \_\_\_\_\_

FedEx: add \$25.00 for priority overnight or add \$20.00 for 2<sup>nd</sup> day I have my own FedEx acct. \_\_\_\_\_

Regular Mail: No charge. Please note that we highly recommend that you use FedEx as we do not and cannot guarantee regular mail.

STEP 3: Fees - \$100.00 service fee includes filing the short form, cert. of dissolution, and/or Certificate of Cancellation + State counter fee is \$15.00. Total: \$115.00 + return shipping options. Rejected documents will incur additional state and service fees.

## SERVICE OPTIONS:

Add \$50.00 **for review document(s) for completeness\*** and **verify the LLC legal name, status, & file number** to avoid rejection which can lose the file date and push the LLC into a new tax year. If document(s) is rejected, the cost to resubmit is \$53.00. If I choose this option and the document(s) are rejected, Sun will pay the \$15.00 state fee and will waive service and copy costs of \$38.00. Sun does not and cannot verify the names and titles of the authorized signers. It is the client's responsibility to know who the Incorporator, member(s), and manager(s) are within the LLC. Rejection reasons that include incorrect signers are not covered and resubmittal fees will apply. (\*some restrictions apply – see our website for details).

**Our \$100.00 fee includes:** Filing your document with the Secretary of State the same day we receive your request in Sacramento (if before 2:00 PM PST and this form is completed correctly), writing required checks, making required copies, obtaining TWO certified copies from the Secretary of State, faxing the filed document(s), and returning the certified copies and payment receipt via regular mail. FedEx is additional. The state takes an average of 10-14 business days to file dissolution documents between November and January due to the increased volume of filers. The state takes about 7 business days from February thru October. The document will be given the file date it was submitted on.

Order Total: \_\_\_\_\_ Example: File Cancellation (any type) \$100 + review documents \$50 + fax & free mail + state fee of \$15 = \$165.00.

## STEP 4: Shipping Address (must be a physical address if you have chosen FedEx): Is this address in a residence? Yes No

Firm Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (required): \_\_\_\_\_ Alt. #: \_\_\_\_\_

Fax #: \_\_\_\_\_ (This fax # must be a free standing fax or have the ability to receive faxes at anytime).

## STEP 5: Payment Information: Credit Card Type: Visa MasterCard American Express Discover

I am paying with a personal credit card I am paying with a corporate credit card.

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_ (mo/yy)

Billing address: Same as shipping Different billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Amount: \_\_\_\_\_ (Please indicate our fee, the state fee, and any shipping fee)

Signature of Card Holder (Required): \_\_\_\_\_

By signing this form, I give permission to Sun Document Filings (SDF) to bill the above listed credit card for the price of this order. I confirm that I have read and agree with Sun Document Filings' terms and conditions and review document warranty that is found on their website. I understand that Sun Document Filings' makes no guarantee that the Secretary of State will accept this document if review document is not purchased. Review document guarantee is if the client provides false information or omits known details. Client agrees to be available via telephone and agrees to return messages within 24 hours if document is rejected and changes must be made. Sun voids all warranties if client cannot be reached or fails to return calls within 24 hours. Sun's liability is equal to paid service fees and will not in any circumstance cover FTB fees.

Thank you for your business.

Sun Document Filings

<http://www.sundocumentfilings.com> Phone: 800-498-2822 ~ Fax: 800-498-3611