

Please fax this completed form to: 800-498-3611 OR e-mail to: order@sundocumentfilings.com

File the Certificate of Cancellation (LP-4/7) and Certificate of Dissolution (LP-3) With the California Secretary of State

Pages attached: _____

STEP 1:

Name of LP: _____

Secretary of State (Not EIN) LP # **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 Certificate of Limited Partnership (Domestic) or Application for Registration (Foreign). The Federal Tax ID number or EIN is NOT the LP 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 2nd 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 Certificate of dissolution and the Certificate of Cancellation + State counter fee is \$15.00. Total: \$115.00 + return shipping options. Rejected documents will incur additional state and service fees.

IMPORTANT INFORMATION: THE CERTIFICATE OF DISSOLUTION (LP-3) MUST BE FILED IN ORDER TO DISSOLVE YOUR LIMITED PARTNERSHIP. YOU MUST ALSO FILE A CERTIFICATE OF CANCELLATION (LP-4/7) IN ORDER TO CANCEL YOUR CERTIFICATE OF LIMITED PARTNERSHIP (LP-1) AND NOT INCUR FURTHER LIABILITY FOR TAX AS A LIMITED PARTNERSHIP.

FOREIGN LIMITED PARTNERSHIPS ONLY NEED TO FILE A CERTIFICATE OF CANCELLATION TO CANCEL THEIR LP-5.

OPTION #1:

Add \$20.00 IF YOU DO NOT KNOW IF THE PARTNERSHIP IS DOMESTIC OR A FOREIGN LP, WE CAN CONFIRM THE JURISDICTION. IF WE DISCOVER THAT THE LIMITED PARTNERSHIP REQUIRES LESS OR MORE FORMS, WE WILL CONTACT YOU.

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 & Dissolution \$100 + Option #1 \$20 + fax & mail + state fee of \$15= \$135.00.

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 have followed all the instructions found on their website. I understand that Sun Document Filings makes no guarantee that the Secretary of State will accept the attached document(s). It is the client's responsibility to know who can sign as a general partner or limited partner. It is also the client's responsibility to double check the legal name, file number, and review the LP-1, LP-2 (amendment is applicable), LP-5, or LP-6 (foreign amendment). SDF cannot legally review any document. Consult an attorney for legal questions. SDF's liability is equal to paid service fees and will not in any circumstance cover Franchise Tax Board taxes or fees.

Thank you for your business.

Sun Document Filings

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