

**ARTICLES OF CANCELLATION**

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

1. The name of the Limited Liability Company is:

\_\_\_\_\_

1a. The SDAT ID Number (if known) is:

\_\_\_\_\_

2. The address of the Limited Liability Company in Maryland is:

\_\_\_\_\_

3. The name of a Maryland resident who shall serve for one year after termination is: \_\_\_\_\_

4. The address of the Resident Agent in Maryland is:

\_\_\_\_\_

5. The name AND address of each member 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The Limited Liability Company is terminated.

7. Please check one of the following:

( ) The LLC has no known creditor(s).

( ) A notice of termination of this LLC was sent to creditors via certified mail on the following date: \_\_\_\_\_.

8. \_\_\_\_\_

9. \_\_\_\_\_

**Signature of Resident Agent**

\_\_\_\_\_  
**Signature(s) of Authorized Person(s)**

## **INSTRUCTIONS FOR TERMINATING A MARYLAND LIMITED LIABILITY COMPANY**

To terminate a Maryland Limited Liability Company ("LLC") "Articles of Cancellation" must be submitted to: Department of Assessments and Taxation, Charter Legal Department, 301 W. Preston Street, Room 801, Baltimore, MD 21201. **The filing fee for Articles of Cancellation is \$0 for non-expedited processing or \$50 for expedited processing.** Create an account with Maryland Business Express using the following link to file fast online: <https://egov.maryland.gov/businessexpress>. Make checks payable to the State Department of Assessments and Taxation or SDAT for documents filed by mail or in drop boxes.

(1) Insert the name of the LLC. Ensure this is the complete name of the LLC, including all punctuation and the tail (i.e., "LLC" or "Limited Liability Company, etc.) and the current address of its principal office (may not be a P. O. Box). Please DO NOT add the SDAT ID number in this section.

(1a) Insert the SDAT ID number, if known, here. It must start with "W". If unknown please leave blank.

(2) Insert the current address of the principal office of the LLC. Under Maryland law, this must be a physical address in the State of Maryland. Ensure the address is complete with a street name and number, city, state and zip code. A principal office may not be a post office box or any drop box location.

(3) Insert the name of the resident agent. A resident agent must be either an individual that lives in Maryland and is at least 18 years of age or an active Maryland LLC or corporation.

(4) Insert the address of the resident agent. Under Maryland law, this must be a physical address in the State of Maryland. Ensure the address is complete with a street name and number, city, state and zip code. The resident agent's address may not be a post office box or any drop box location.

(5) Either insert the name and address of each member designated to wind up the company's affairs OR, if none was designated, the names and addresses of all members of the company.

(6) This statement is required to be in your Articles of Cancellation. Do not remove, do not cross out.

(7) **Either** check the box indicating that there are no known creditors of the limited liability company **OR** insert the date that a notice was sent to creditors (which must be at least 19 days prior to the date of filing these Articles of Cancellation).

(8) Execution - must be signed by an adult individual authorized by the members of the LLC.

(9) The resident agent listed in (3) must sign here.

(10) Insert the return address for any correspondence regarding this filing.

NOTE: These are the provisions required by Maryland law for Articles of Cancellation. All fields in this form must be completed and must conform to the instructions above. **Incomplete documents and those that do not conform with the instructions will be rejected, causing delays in your filing.** Any provisions not included, but which the parties decide is relevant may be added to the Articles of Cancellation. Documents should be typed or printed in black ink.