



Mail Submission Cover Sheet

Instructions:

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission.** This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- Do not include a \$15 counter fee when submitting documents by mail.
- Standard processing time for **submissions** to this office is approximately 5 business days from receipt. All **submissions** are reviewed in the date order of receipt. For updated processing time information, visit www.sos.ca.gov/business/be/processing-times.

Optional Copy and Certification Fees:

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and certification fee information, refer to the instructions of the specific form you are submitting.

Contact Person: (Please type or print legibly)

First Name: _____ Last Name: _____

Phone (optional): _____

Entity Information: (Please type or print legibly)

Name: _____

Entity Number (if applicable): _____

Comments: _____

Return Address: For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: [_____]

Company:

Address:

City/State/Zip: [_____]

Secretary of State Use Only	
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Secretary of State

LLC-4/8

**Short Form Cancellation Certificate
Limited Liability Company (LLC)**

ONLY California LLC Formed in California in
the Last 12 Months

IMPORTANT — Read Instructions before completing this form.

There is No **Fee** for filing a Short Form Cancellation Certificate

Copy Fees – First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00 plus copy fees

This Space For Office Use Only

1. Limited Liability Company Name (Enter the exact name of the LLC as it is recorded with the California Secretary of State)

2. LLC 12-Digit Entity (File) Number (Enter the exact 12-digit Entity (File) Number issued by the California Secretary of State.)

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3. Required Statements (Do not alter the Required Statements – **ALL** must be true to file Form LLC-4/8)

Statements 3(a) – 3(g) are true:

- (a) This Short Form Certificate of Cancellation is being filed within **twelve (12) months** from the date the Articles of Organization were filed with the California Secretary of State;
- (b) The LLC does not have any debts or other liabilities, except as provided in Item 3(c);
- (c) All final tax returns required under the California Revenue and Taxation Code have been or will be filed with the California Franchise Tax Board;
- (d) The known assets of the LLC remaining after payment of, or adequately providing for, known debts and liabilities have been distributed or the LLC has acquired no known assets;
- (e) The LLC has not conducted any business from the time of the filing of the Articles of Organization;
- (f) 50 percent or more of the voting interests of the managers or members voted, or, if no managers or members, the person or 50 percent or more of the persons signing the Articles of Organization, voted to dissolve the LLC;
and
- (g) Payments received by the LLC for interests from investors, if any, have been returned to those investors.

Note: If the LLC cannot say all of these items are true, the LLC cannot file this Short Form Cancellation Certificate (Form LLC-4/8) and must follow the normal cancellation process. See Certificate of Cancellation ([Form LLC-4/7](#)), and if applicable, Certificate of Dissolution ([Form LLC-3](#)).

4. Cancellation Statement (Do not alter Cancellation Statement)

Upon the effective date of this Short Form Cancellation Certificate, the Limited Liability Company's registration is cancelled and its powers, rights and privileges will cease in California.

5. Read and Sign Below ([See instructions](#) for signature requirements. Do not use a computer generated signature.)

By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.

Signature

Type or Print Name

Signature

Type or Print Name