

## INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE OF STATUS (FORM LLP-4)

For easier completion, this form is available on the Secretary of State's website at <http://www.sos.ca.gov/business/> and can be viewed, filled in and printed from your computer. The completed form along with the applicable fees can be mailed to Secretary of State, Document Filing Support Unit, P.O. Box 944228, Sacramento, CA 94244-2280 or delivered in person to the Sacramento office, 1500 11th Street, 3rd Floor, Sacramento, CA 95814. If you are not completing this form online, please type or legibly print in black or blue ink. This form is filed only in the Sacramento office.

Statutory provisions are found in California Corporations Code section 16954 and 16960. All statutory references are to the [California Corporations Code](#), unless otherwise stated.

- A registered limited liability partnership that ceases to be a registered limited liability partnership must notify the Secretary of State that it is no longer a registered limited liability partnership by filing this Form LLP-4. (Section 16954(b).)
- A foreign limited liability partnership that ceases to be a limited liability partnership in the foreign jurisdiction must notify the Secretary of State that it is no longer a foreign limited liability partnership by filing this Form LLP-4. (Section 16960(b).)
- A foreign limited liability partnership that is, but is no longer required to be, registered under Section 16959 may withdraw its registration by filing this Form LLP-4. (Section 16960(c).)

**FEES:** The fee for filing Form LLP-4 is \$30.00. There is an additional \$15.00 special handling fee for processing a document delivered in person to the Sacramento office. The special handling fee must be remitted by separate check for each submittal and will be retained whether the document is filed or rejected. The preclearance and/or expedited filing of a document *within a guaranteed time frame* can be requested for an additional fee (in lieu of the special handling fee). Please refer to the Secretary of State's website at <http://www.sos.ca.gov/business/precexp.htm> for detailed information regarding preclearance and expedited filing services. The special handling fee or preclearance and expedited filing services are not applicable to documents submitted by mail. Check(s) should be made payable to the Secretary of State.

**COPIES:** The Secretary of State will certify two copies of the filed document without charge, provided that the copies are submitted to the Secretary of State with the document to be filed. Any additional copies submitted will be certified upon request and payment of the \$8.00 per copy certification fee.

### **Complete Form LLP-4 as follows:**

- Item 1.** Enter the file number issued by the California Secretary of State.
- Item 2.** Enter the name of the limited liability partnership exactly as it is of record with the California Secretary of State, including the entity ending.
- Item 3.** Check the box next to the applicable statement. Only one box may be checked. For information regarding a final annual tax return, please contact the Franchise Tax Board at (800) 852-5711 (from within the U.S.) or (916) 845-6500 (from outside the U.S.) or visit their website at <http://www.ftb.ca.gov>.
- Item 4.** Form LLP-4 must be signed by one or more partners authorized to execute the notice. If additional signature space is necessary, the signature(s) may be made on an attachment to the notice. All attachments should be 8½" x 11", one-sided and legible.
- Item 5.** Enter the name and the address of the person or firm to whom a copy of the filed document should be returned.



# State of California

## Secretary of State

LLP-4

### LIMITED LIABILITY PARTNERSHIP NOTICE OF CHANGE OF STATUS

A \$30.00 filing fee must accompany this form.

**IMPORTANT – Read instructions before completing this form.**

This Space For Filing Use Only

#### FILE NUMBER

1. Secretary of State File Number

#### ENTITY NAME (Enter the exact name of the registered limited liability partnership or foreign limited liability partnership.)

2. Name of Registered Limited Liability Partnership or Foreign Limited Liability Partnership

#### REQUIRED STATEMENT (Check the applicable statement. Note: Only one box may be checked.)

3. ☐ The above-named registered limited liability partnership is no longer a registered limited liability partnership. A final annual tax return, as described by Section 17948.3 of the Revenue and Taxation Code, has been or will be filed with the Franchise Tax Board, as required under Part 10.2 (commencing with Section 18401) of Division 2 of the Revenue and Taxation Code. (Corporations Code section 16954(b).)
- ☐ The above-named foreign limited liability partnership is no longer a foreign limited liability partnership. A final annual tax return, as described by Section 17948.3 of the Revenue and Taxation Code, has been or will be filed with the Franchise Tax Board, as required under Part 10.2 (commencing with Section 18401) of Division 2 of the Revenue and Taxation Code. (Corporations Code section 16960(b).)
- ☐ The above-named foreign limited liability partnership is, but is no longer required to be, registered under Section 16959 and is hereby withdrawing its registration as a foreign limited liability partnership. (Corporations Code section 16960(c).)

#### EXECUTION (If additional signature space is necessary, the signature(s) may be made on an attachment to this notice. Any attachments to this notice are incorporated herein by this reference.)

4. I declare I am the person who executed this instrument, which execution is my act and deed.

Signature of Authorized Partner

Date

Type or Print Name of Authorized Partner

Signature of Authorized Partner

Date

Type or Print Name of Authorized Partner

Signature of Authorized Partner

Date

Type or Print Name of Authorized Partner

#### RETURN TO (Enter the name and the address of the person or firm to whom a copy of the filed document should be returned.)

5. NAME

FIRM

ADDRESS

CITY/STATE/ZIP