

Withdraw a Foreign Corporation in the Clerk's Information System

A foreign stock or nonstock corporation authorized to transact business in Virginia can be voluntarily withdrawn online. To do so, you can file an Application for a Certificate of Withdrawal. This how-to guide will walk you through withdrawing a foreign stock or nonstock corporation online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

- 1 Log on to CIS at <https://cis.scc.virginia.gov/>.

Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

- 2 Click **Online Services** on the top left.

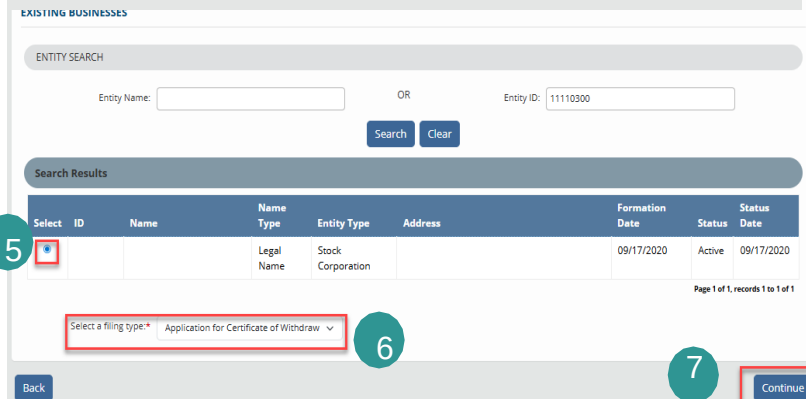
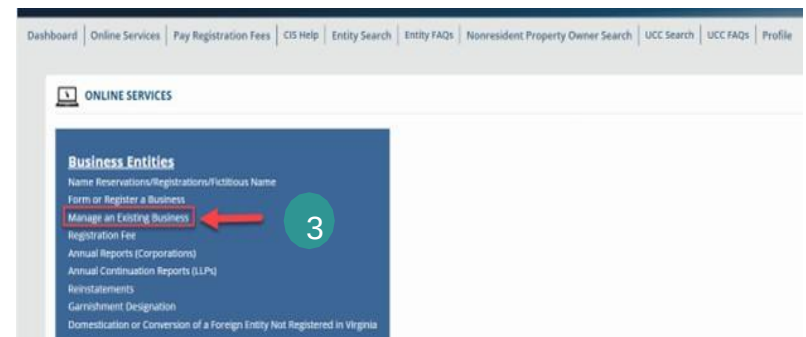
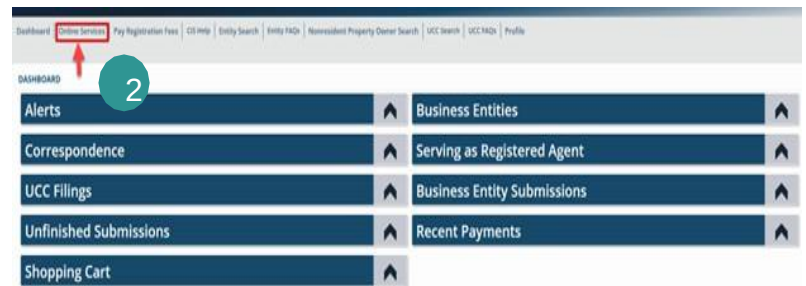
- 3 Click **Manage an Existing Business**.

- 4 Enter the **Entity Name** or **Entity ID** and **Search**.

- 5 Ensure your entity is selected.

- 6 Select Application for Certificate of Withdrawal from the drop-down.

- 7 Click **Continue**.



Withdraw a Foreign Corporation

10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number** and click **Next**.

11 Complete all fields marked with an asterisk (*) in the **Mailing Address for Process** section and click **Next**.

12 **OPTIONAL:** Upload Application for Certificate of Withdrawal. Check the **The uploaded document will act as the filing image** radio button.

Click **Attach** and select the file you want to upload.

Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

13 Click **Next**.

14 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

15 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

16 Click **OK** in the pop-up box.

17 Click **Next**.

18 Select the appropriate circumstance radio button(s) for either:

1A Foreign Stock Corporation

1B Foreign Nonstock Corporation

19 Click **Next**.

Withdraw a Foreign Corporation

20 Review each section of the **Application for Certificate of Withdrawal**, and make any edits, as needed.

21 Click **Add To Shopping Cart**.

22 Click **Checkout**.

23 Click **Go To Payment**.

24 In the Confirmation pop-up window, click **I Agree**.

Note: You will be taken to a site administered by LexisNexis to complete your payment.

REVIEW OF APPLICATION FOR CERTIFICATE OF WITHDRAWAL

Entity Information

Entity Name: 4Wave, Inc. Entity Type: Stock Corporation
 Entity ID: F145941 VA Qualification Date: 12/05/2000
 Status: Active
 Entity Email Address: Contact Number

Shopping Cart

Payment Policy
 Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Filings

Document Type	Entity Name	Created Date/Time	Fee	Action
Application for Certificate of Withdrawal	4Wave, Inc.	03/19/2020 02:58 PM	\$10.00	Checkout

Grand Total: \$10.00

Back Add To Shopping Cart

CHECKOUT

Filings

Document Type	Entity Name	Created Date/Time
Application for Certificate of Withdrawal	4Wave, Inc.	03/19/2020 02:58 PM

Go To Payment

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

I Agree Close

25 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.

26 Click **Continue**.

27 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

Billing Address

ADDRESS TYPE
☒ Domestic (US and Puerto Rico) ☐ Military (APO/FPO) ☐ International (Canada, Mexico)

Billing First Name*
 Billing Last Name*
 Billing Zip Code*
 Billing Address Line1*
 Billing Address Line2*
 Billing City*
 Billing State*
 E-mail*
 Confirm E-mail*
 Phone Number* (999) 999-9999

Payment Information

PAYMENT TYPE
☒ Credit Card

Card Number*
 Expiration Month*
 Expiration Year*
 Security Code*
 We've provided this sample credit card to assist you in finding the security code.
 Captcha*
 Enter Captcha

Cancel Continue

28 You will be directed to a confirmation screen.

CONFIRMATION

Submission Successful

Payment Confirmation Number: 200001188

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Application for Certificate of Withdrawal	4Wave, Inc.	03/19/2020 03:15 PM	\$10.00	Approved

Total Paid: \$10.00

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.

Billing Address

Billing First Name: Jane
 Billing Last Name: Doe
 Billing Zip Code: 23219
 Billing Address Line1: 123 Any Street
 Billing Address Line2:
 Billing City: Richmond
 Billing State: VA
 Billing Country: United States of America
 E-mail: jane.doe@gmail.com
 Phone Number: (804) 3719733

Payment Information

Credit Card

Card Number: *****0248 (MASTERCARD)
 Expiration Date: 09/2023

Payment Authorization

Total Amount: \$10.00

Acknowledgment

☒ By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

Previous Page Pay Now