

Filing to Cease Conducting Business for LP, BT, and LLC

This how-to guide will walk you through Filing to Cease Conducting Business online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>. You must first pay any outstanding fees before filing. Step by step instructions to make a payment can be found on the right side of the page under **Helpful Videos** at scc.virginia.gov/pages/CIS-help. Once any outstanding fees are paid, you may file to Cease Conducting Business. If both of these actions are taken before the due date, then you will not be charged the annual registration fee.

1 Log on to CIS at cis.scc.virginia.gov
Note: Chrome, IE or Microsoft Edge are recommended.

2 At the top of the menu, select **Online Services**

3 On the left-side, select **Existing Business**
Note: Foreign entities will select Existing Foreign Business

4 Enter your business information.

5 Select the following for **Filing Type**: LLC, LP, or BT: Certificate or Articles of Cancellation
Note: Foreign entities will select Application for a certificate of Cancellation.

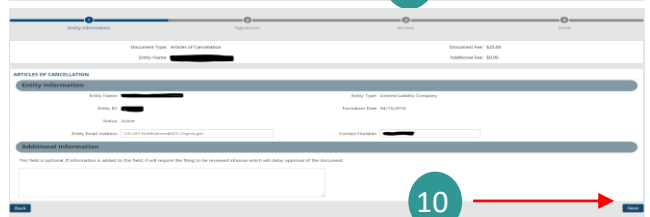
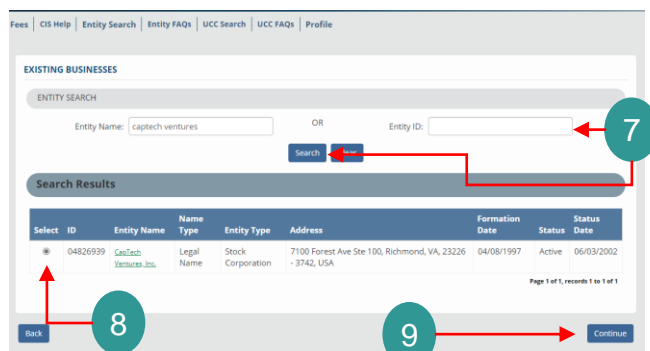
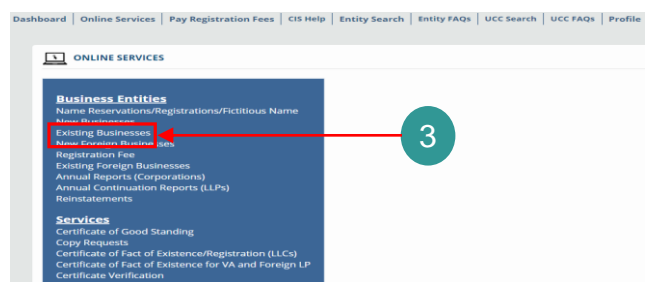
6 Select **Continue**

7 Enter your entity name or ID and select **Search**

8 Ensure your entity is **Selected**

9 Select **Continue**

10 Confirm all information is correct, then select **Next**
Note: For foreign entities, the next step requires you to verify address.



Cease Conducting Business Online

11 Add your **Signature and Printed Name**
Note: Ensure that the signature and printed name are spelled exactly the same. Owner, Registered Agent, and officer are not allowable titles.

12 Select **Add**
Note: You will not be able to move forward until you add your name.

13 Check the boxes

14 Select **Next**
Note: You will not be able to move forward until you add your name.

15 Complete a review of your information, then click **Add To Shopping Cart**

16 Select **Checkout**

17 Select **Go To Payment**, and then Select **I Agree**

18 Input information, complete the Captcha field, and then select **Continue** in the bottom right.

19 Review your information and make sure everything is correct. Then, select the **Acknowledgement** box and select **Pay Now**

20 You will receive a confirmation screen when your payment is successfully processed.

