

NOTICE TO VIRGINIA LIMITED LIABILITY COMPANIES

Congratulations on successfully forming a Virginia limited liability company (LLC). Please take a few minutes to read the information below to learn more on how-to maintain your business with the State Corporation Commission.

Submit Filings:

An LLC has three options to submit filings:

- File online in real-time at cis.scc.virginia.gov. Check out the [Online Help](#) page for information on how-to set up an account and submit filings
- Mail documents to P.O. Box 1197, Richmond, VA 23218-1197 or
- Deliver documents to 1300 East Main Street, Tyler Building, 1st Floor, Richmond, VA 23219

Business name:

If the LLC wants to conduct business in Virginia under a different name from what is shown on the Certificate of Registration, then it must complete fictitious name filing. (See [Fictitious Names FAQ](#) for additional information.)

Registered agent and registered office:

Each LLC is required to maintain a registered agent who has a Virginia registered office where the agent can be found during normal business hours. The registered agent is accountable for forwarding to the business any process, notices or demand that is served on the registered agent. The Commission sends communications to the registered office address.

A business may change its registered agent and/or registered office information at any time, at no cost. The business must promptly change its registered agent and registered office information if the:

- Agent moves their business office,
- Agent resigns, dies or ceases to be a resident of Virginia or
- Agent ceases to meet qualifications or
- Agent has had its existence canceled or terminated or its authority to transact business in Virginia canceled or revoked.

To make changes, file a *Statement of Change of Registered Agent And/ Or Registered Office*. See [Registered Agent, Registered Office and Principal Office](#) FAQs for more information.

Principal office:

The principal office is the office where the principal executive offices of the LLC are located. Businesses are required to keep a current list of the full name and last known address of each member of the LLC, as well as the other limited liability company information and records. To make changes, file a *Statement of Change of Principal Office*.

Annual Registration Fee:

Each year the business's registered agent will receive an Annual Registration Fee Notice for \$50 from the Clerk's Office two months prior to the month the LLC was formed. Payment is due on or before the last day of the month the LLC was formed. If a business fails to pay the annual registration fee by the third month after the due date, the LLC will be automatically cancelled. This removes the business's ability to lawfully conduct business in Virginia. See the FAQs for [Annual Registration Fees](#) for additional information.

Voluntary cancellation:

If an LLC wants to voluntarily cancel its existence, then it must file the *Articles of Cancellation* with the Clerk's Office. Avoid the annual registration fee by completing this filing one or before the due date. If it is not completed by then, the annual registration fees must be paid.

Raising capital:

If an LLC wants to solicit money or property to finance its operations, it may need to first file information with the Commission's Division of Securities and Retail Franchising. Visit [Securities & Retail Franchising](#) or contact the Division of Securities and Retail Franchising, P.O. Box 1197, Richmond, VA 23218-1197, (804) 371-9051 for more information.

Additional assistance:

Visit [Business Home](#) for additional information.