

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A foreign stock or nonstock corporation authorized to transact business in Virginia can be voluntarily withdrawn online.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 Under Business Entities, click **Existing Foreign Businesses**.

4 Make sure the Foreign Entity radio button is selected. Then, select **Stock Corporation** or **Nonstock Corporation** from the drop-down.

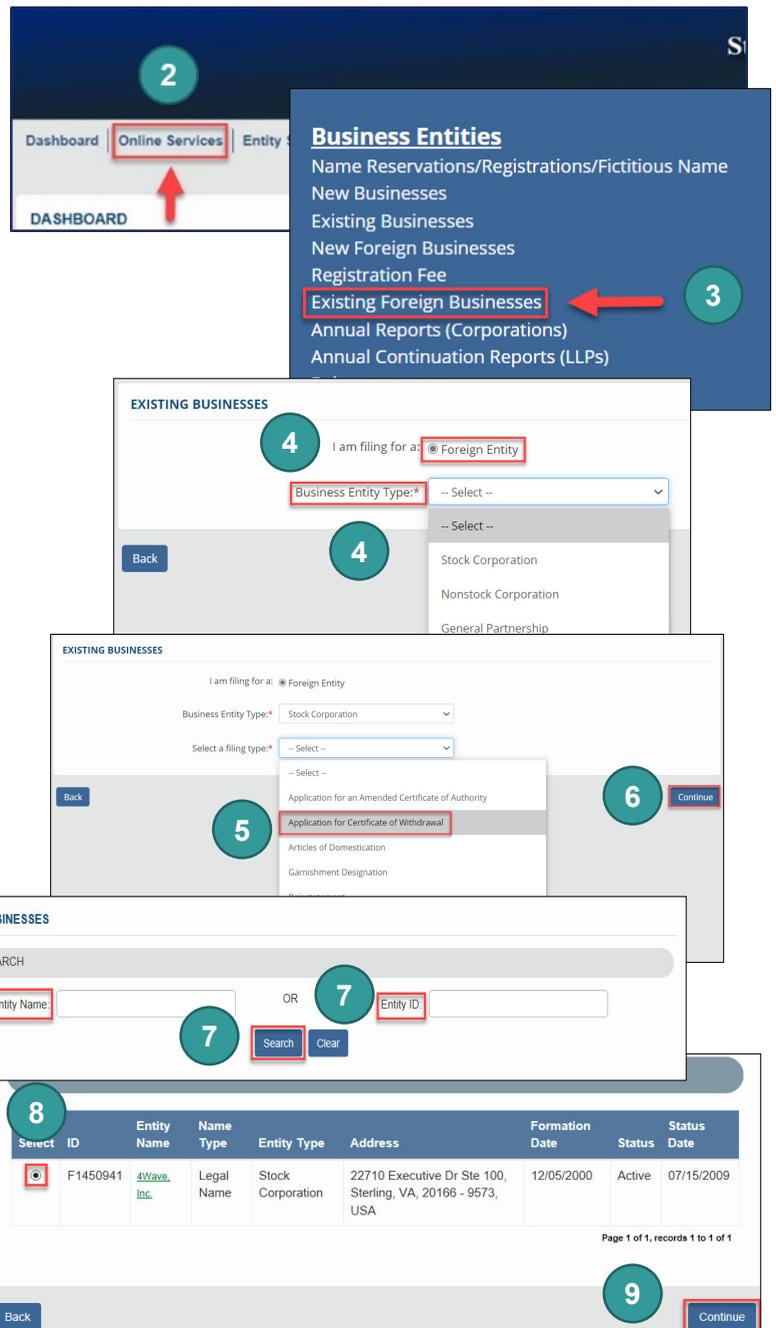
5 Select **Application for Certificate of Withdrawal** from the drop-down.

6 Click **Continue**.

7 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.

8 Click the **Select** button next to your business' name. **DO NOT** click the green entity name.

9 Click **Continue**.



Business Entities

- Name Reservations/Registrations/Fictitious Name
- New Businesses
- Existing Businesses
- New Foreign Businesses
- Registration Fee
- Existing Foreign Businesses
- Annual Reports (Corporations)
- Annual Continuation Reports (LLPs)

EXISTING BUSINESSES

I am filing for as: Foreign Entity

Business Entity Type*: -- Select --

- Stock Corporation
- Nonstock Corporation
- General Partnership

EXISTING BUSINESSES

I am filing for as: Foreign Entity

Business Entity Type*: Stock Corporation

Select a filing type*: -- Select --

- Application for an Amended Certificate of Authority
- Application for Certificate of Withdrawal
- Articles of Domestication
- Garnishment Designation

EXISTING BUSINESSES

ENTITY SEARCH

Entity Name: OR Entity ID:

Search Clear

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	F1450941	4Wave, Inc.	Legal Name	Stock Corporation	22710 Executive Dr Ste 100, Sterling, VA, 20166 - 9573, USA	12/05/2000	Active	07/15/2009

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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**.

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: F1450941 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.

Document Type	Entity Name	Created Date/Time	Fee	Action
Application for Certificate of Withdrawal	4Wave, Inc.	03/19/2020 02:58 PM	\$10.00	<input type="checkbox"/>

Grand Total: \$10.00

Buttons: **Checkout**, **Add Another Filing**, **Add To Shopping Cart**

CHECKOUT

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

Grand Total: \$10.00

Buttons: **Go To Payment**

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitted 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.

Buttons: **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 Personal Check Business Check

Card Number*
 Expiration Month*
 Expiration Year*
 Security Code*
 Captcha*
 Enter Captcha

Buttons: **Cancel**, **Continue**

- 28 You will be directed to a confirmation screen.

CONFIRMATION

Submission Successful

Payment Confirmation Number: 20001188

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.

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.

Buttons: **Previous Page**, **Pay Now**