

**INSTRUCTIONS TO FORM BTA1222 –  
STATEMENT OF RESIGNATION OF REGISTERED AGENT**

| <b>Filing Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                             |                                                                                                         |
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| <b>File Online Today</b>                                                                                                                                                                                                                                                                                                                                                                                          | <b>Paper Filing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                             |                                                                                                         |
| <p>Visit <a href="https://cis.scc.virginia.gov">https://cis.scc.virginia.gov</a> to file a statement of resignation of registered agent of a Business Trust in real time.</p> <p><b>Questions?</b><br/>Visit the CIS help page at <a href="https://scc.virginia.gov/pages/CIS-Help">https://scc.virginia.gov/pages/CIS-Help</a> for how-to guides, answers to frequently asked questions, and helpful videos.</p> | <p>Download from <a href="https://www.scc.virginia.gov/pages/Virginia-Business-Trusts">https://www.scc.virginia.gov/pages/Virginia-Business-Trusts</a> and complete, print, and mail or deliver to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>State Corporation Commission</b><br/>Clerk’s Office<br/>P.O. Box 1197<br/>Richmond, VA 23218-1197</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Courier Delivery Address</b><br/>1300 E. Main St, 1<sup>st</sup> floor<br/>Richmond, VA 23219</p> </td> </tr> </table> | <p><b>State Corporation Commission</b><br/>Clerk’s Office<br/>P.O. Box 1197<br/>Richmond, VA 23218-1197</p> | <p><b>Courier Delivery Address</b><br/>1300 E. Main St, 1<sup>st</sup> floor<br/>Richmond, VA 23219</p> |
| <p><b>State Corporation Commission</b><br/>Clerk’s Office<br/>P.O. Box 1197<br/>Richmond, VA 23218-1197</p>                                                                                                                                                                                                                                                                                                       | <p><b>Courier Delivery Address</b><br/>1300 E. Main St, 1<sup>st</sup> floor<br/>Richmond, VA 23219</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                             |                                                                                                         |

The statement must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of visible watermarks and background logos.

**This statement can be filed online in real time by visiting our website at <https://cis.scc.virginia.gov>.**

If the registered agent is a business entity, the statement must be executed in the name of the business entity by a person authorized to act on behalf of the registered agent, and the printed name and title of the person signing on behalf of the registered agent must be set forth next to the signature.

***It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See § 13.1-1205 of the Code of Virginia.***

**NOTE**

The agency appointment will be terminated, and the registered office discontinued on the 31<sup>st</sup> day after the date on which the statement is filed with the Commission. See § 13.1-1222 B of the Code of Virginia.

**Do not include personally identifiable information**, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at [www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk).



Form  
**BTA1222**  
 (Rev. 07/21)

State Corporation  
 Commission

## Statement of Resignation of Registered Agent of a Business Trust

\_\_\_\_\_  
 (name of individual or business entity serving as registered agent)

hereby resigns as the registered agent for

\_\_\_\_\_  
 (name of business trust)

\_\_\_\_\_  
 (business trust's SCC ID #)

The registered office of the business trust is also discontinued.

The above-named registered agent hereby certifies that a copy of this statement will be mailed by certified mail to the principal office of the business trust on or before the business day following the day on which this statement is filed with the Commission.

\_\_\_\_\_  
 (signature of individual resigning as registered agent)

\_\_\_\_\_  
 (printed name)

\_\_\_\_\_  
 (date)

**OR**

\_\_\_\_\_  
 (name of business entity resigning as registered agent)

By:

\_\_\_\_\_  
 (signature of person signing on behalf of business entity resigning)

\_\_\_\_\_  
 (printed name and title)

\_\_\_\_\_  
 (date)

### NOTICE TO THE ABOVE-REFERENCED BUSINESS TRUST

The registered agent's resignation becomes effective on the 31<sup>st</sup> day after the date on which the Statement of Resignation is filed with the Commission or on the date a statement of change to appoint a registered agent is filed with the Commission. The law requires each domestic and foreign business trust authorized to transact business in Virginia to continuously maintain in Virginia a registered agent and a registered office. The business trust must appoint a new registered agent and establish a new registered office on or before the effective date of the resignation by filing with the Commission a Statement of Change of Registered Office and/or Registered Agent on a form prescribed by the Commission. A Statement of Change form can be filed online in real time by visiting our website at <https://cis.scc.virginia.gov>. A paper Statement of Change form can also be requested on the Commission's website at <https://scc.virginia.gov/pages/Online-Forms-Request>. If the business trust fails to appoint a new registered agent and, if applicable, establish a new registered office, its existence or its certificate of registration to transact business in Virginia ultimately will be automatically canceled.