



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA  
BUSINESS PROGRAMS | BUSINESS ENTITIES  
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## **Changes to California Business Entity Filings (Updated May 15, 2013)**

As of January 1, 2013, new legal requirements apply to business entity documents filed with the California Secretary of State's office.

### **Entity Addresses**

All formation/registration documents must include the business entity street address and mailing address.

All foreign corporation and foreign limited liability company registration documents must include the street address of the principal business office address in California, if one exists.

### **Agent Address**

All documents listing an individual person as an agent for service of process must include the agent's California street address. A post office box address is not acceptable. All documents listing a corporation as a California registered corporate agent must not list an address. The corporate agent's address is already on file.

### **Certificate to Register as a Corporate Agent**

All corporate agents filing a certificate pursuant to California Corporations Code section 1505 must include the California street address where process may be served. A post office box address for a California registered corporate agent will not be accepted on any document.

### **Future File Date Requests**

All future file date requests for corporation and limited liability company documents must be included within the document submitted or as an attachment to be made part of the filed document.

### **Copy Requests**

The Secretary of State will no longer endorse and certify customer-provided copies. However, a customer who submits documents with a filing fee of \$25.00 or more will receive one (1) uncertified copy of the documents for free and, at the time of filing, the free copy may be certified for a \$5.00 certification fee. Customers requesting additional copies will be charged \$1.00 for the first page and \$0.50 for each additional page. Each certified copy requires an additional \$5.00 certification fee.

Note: While domestic stock and foreign corporations are required to pay a total of \$25.00 when filing the required Statement of Information, the total fees include a \$20.00 filing fee and a \$5.00 disclosure fee. Therefore, customers requesting copies of a Statement of Information (corporation or limited liability company) must include the copy fees described above.



# State of California

## Secretary of State

Form GP-4

### STATEMENT OF DISSOLUTION

**IMPORTANT – Read instructions before completing this form.**

1. NAME OF PARTNERSHIP:	2. SECRETARY OF STATE FILE NUMBER:	
<b>3. THE ABOVE NAMED PARTNERSHIP HAS DISSOLVED AND IS WINDING UP ITS BUSINESS. (DO NOT ALTER THIS STATEMENT)</b>		
4. OTHER MATTERS, IF ANY (ATTACH ADDITIONAL PAGES IF NECESSARY):		
5. NUMBER OF PAGES ATTACHED, IF ANY:		
6. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.		
SIGNATURE OF PARTNER	DATE EXECUTED	
TYPE OR PRINT NAME OF PARTNER	COUNTY AND STATE EXECUTED	
SIGNATURE OF PARTNER	DATE EXECUTED	
TYPE OR PRINT NAME OF PARTNER	COUNTY AND STATE EXECUTED	
7. RETURN TO:		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:

THIS SPACE FOR FILING USE ONLY

DOCUMENT # \_\_\_\_\_

## Instructions for Completing the Statement of Dissolution (Form GP-4)

**Where to File:** For easier completion, this form is available on the California Secretary of State's website at [www.sos.ca.gov/business/be/forms.htm](http://www.sos.ca.gov/business/be/forms.htm) and can be completed online and printed to mail. The completed form can be mailed to Secretary of State, Document Filing Support Unit, P.O. Box 944225, Sacramento, CA 94244-2250 or delivered in person (drop off) to the Sacramento office. If you are not completing this form online, please type or legibly print in black or blue ink. This form is filed only in the Sacramento office.

**Legal Authority:** Statutory filing provisions are found in California Corporations Code section [16805](#). All statutory references are to the California Corporations Code, unless otherwise indicated.

- A Statement of Partnership Authority (Form GP-1) must be filed with the Secretary of State of California prior to filing a Statement of Dissolution (Form GP-4).

**Fees:** There is no fee for filing a Statement of Dissolution (Form GP-4). However, a non-refundable \$15.00 special handling fee is applicable for processing documents delivered in person (drop off) at the Sacramento office. The preclearance and/or expedited filing of a document *within a guaranteed time frame* can be requested for an additional non-refundable fee in lieu of the special handling fee. For detailed information about preclearance and expedited filing services, go to [www.sos.ca.gov/business/be/service-options.htm](http://www.sos.ca.gov/business/be/service-options.htm). The special handling fee or preclearance and expedited filing services are not applicable to documents submitted by mail. Check(s) should be made payable to the Secretary of State.

**Copies:** To get a copy of the filed document, include a separate request and payment for copy fees when the document is submitted. Copy fees are \$1.00 for the first page and \$.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

### Complete the Statement of Dissolution (Form GP-4) as follows:

- Item 1.** Enter the name of the partnership as filed with the Secretary of State of California.
- Item 2.** Enter the file number issued to the partnership by the Secretary of State of California.
- Item 3.** Execution of this document confirms the following statement, which has been preprinted on this form and should not be altered: "THE ABOVE NAMED PARTNERSHIP HAS DISSOLVED AND IS WINDING UP ITS BUSINESS".
- Item 4.** The partnership may include other information, as desired. Attach additional pages, if necessary, and enter the number of pages attached in Item 5.
- Item 5.** Enter the number of pages attached, if any.
- Item 6.** The Statement of Dissolution (GP-4) shall be executed as provided in Sections [16105\(c\)](#) and [16805\(a\)](#).
- Item 7.** Enter the name and mailing address of the person or firm to whom a copy of the filing is to be returned.