

# Instructions C009i

## Notice of Cancellation of Approved Name Reservation or Name Registration

### ARIZONA CORPORATION COMMISSION

Corporations Division  
1300 West Washington Street  
Phoenix, Arizona 85007  
[www.azcc.gov](http://www.azcc.gov)  
(602) 542-3026



## General Information

An approved corporation name reservation may be cancelled by the Owner of the name reservation, or an approved corporation name registration may be canceled by the foreign corporation, by submitting to the Arizona Corporation Commission a Notice of Cancellation of Approved Name Reservation or Name Registration.

Note that the Arizona Corporation Commission does not register, reserve, or cancel trade names. For trade name information, contact the Secretary of State's Office at 602-542-6187 or [www.azsos.gov](http://www.azsos.gov).

**Cancellation must occur before the expiration date.** To cancel an approved name reservation, the Notice of Cancellation must be submitted to the Arizona Corporation Commission on or before the expiration of the 120 day effective time period of the name reservation. To cancel an approved name registration, the Notice of Cancellation must be submitted to the Arizona Corporation Commission on or before the expiration of the one year effective time period of the name registration.

**Only approved name reservations or registrations can be canceled.** The name reservation or name registration must have been approved by the Arizona Corporation Commission before it can be canceled. If your Application for a name reservation or a name registration is still pending and has not yet been approved, then you can submit a Cancel Pending Document Or Order Request form M005. Forms are available on our website at <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

**Filing fee.** There is no filing fee. The Notice of Cancellation can be expedited (read the next paragraph) by paying the \$35.00 expedite fee. All fees are nonrefundable. See A.R.S. §§ 10-122 and 10-3122.

**Processing time.** Processing times are posted on our website each Monday at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations). For expedited (faster) processing, payment of the expedite fee plus payment of the filing fee must be submitted. See A.R.S. §§ 10-122 and 10-3122. The expedite fee is \$35.00. See Decision No. 68008, July 22, 2005, Docket No. AC-00000A-05-0488. The Arizona Corporation Commission does not currently offer same day or next day service.

## Instructions

**Number 1.** Check only one box to indicate whether you are canceling a name reservation or a name registration.

**Number 2.** List the exact name that was reserved or registered as shown on Arizona Corporation Commission records, including exact spelling, punctuation, and any corporate identifier such as Inc. or Incorporated, etc.

**Number 3.** List the Arizona Corporation Commission file number for the name reservation or name registration. Find the file number on our website at [www.azcc.gov/Divisions/Corporations](http://www.azcc.gov/Divisions/Corporations).

**Number 4.** For name reservations only – the Owner is the same individual or entity that was listed as the Applicant in the Application To Reserve Corporation Name, or, if the name reservation was transferred, the Owner is the person to whom it was transferred (the Transferee). List the name of that individual or entity exactly as it appears in Arizona Corporation Commission records. Leave this number blank if you are canceling a name registration.

**Number 5.** For name registrations only – list the name of the foreign corporation that obtained the name reservation exactly as it appears in Arizona Corporation Commission records. Leave this number blank if you are canceling a name reservation.

## Signature and Verification

For name reservations – the individual Owner or an authorized agent of the entity Owner listed in number 4 must sign the Notice of Cancellation.

For name registrations – the Notice of Cancellation may be signed by one of the following: (1) the Chairman of the Board of Directors, (2) a duly-authorized Officer of the corporation, or (3) a duly-authorized bankruptcy trustee, receiver, or other court-appointed fiduciary. See A.R.S. §§ 10-120(F) and 10-3120(F).

The document is submitted under penalty of perjury, and the "I accept" box must be checked.

Sign on the line underneath the "I accept" box. Print the name of the individual signing next to the signature. If completing the form online, type in the name in both fields. Fill in the date. Check the appropriate box in the appropriate section underneath the signature line to indicate the capacity of the person signing.

## Submit the document

**Cover Sheet.** All documents must be submitted with a Cover Sheet. Forms are available on our website at this link: <http://www.azcc.gov/Divisions/Corporations/forms/formsindex.asp>.

### What to submit:

1. Cover Sheet
2. Notice of Cancellation of Reserved or Registered Name.

**By Mail.** Mail the completed paper document, cover sheet, and payment (see below for payment information) to:  
Arizona Corporation Commission  
Corporations Division  
1300 W. Washington St.  
Phoenix, Arizona 85007

**In Person.** Deliver the completed document, cover sheet, and payment (see below for payment information) to:  
Arizona Corporation Commission  
Corporations Division  
1300 W. Washington St.  
Phoenix, Arizona 85007

## *Payment Methods*

**Credit card.** If submitting the document online or in person, payment by credit card is acceptable. Credit cards cannot be used if submitting by mail. The Arizona Corporation Commission accepts only Visa, MasterCard, or American Express.

**Check.** If submitting the document by mail or in person, payment by check is acceptable. Checks must be made payable to "Arizona Corporation Commission," with all words spelled out and no abbreviations. Checks must be completely and properly filled out, including the amount sections. Checks that do not have an imprinted or preprinted name and address of the account holder and an imprinted or preprinted check number will not be accepted. Handwritten or stamped names, addresses, or check numbers will not be accepted. For example, we will not accept temporary checks, such as those from a new account. We will accept checks drawn on non-U.S. banks as long as the check states that the funds are payable in U.S. dollars.

**Money order.** If submitting the document by mail or in person, payment by money order is acceptable.

**Cash.** If submitting the document in person, cash payments are acceptable. Do not mail cash.

## *Questions*

For questions, contact our Customer Service Call Center at 602-542-3026, or, within Arizona only, 800-345-5819.