

Notice of Cancellation of Approved Name Reservation of Name Registration

ARIZONA CORPORATION COMMISSION

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



Instructions C009i

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

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, contact Customer Service at 602-542-3026, or, within Arizona only, 800-345-5819

Filing fee. There is no filing fee. The Notice of Cancellation can be expedited. For Expedited processing, add \$35.00. For Two-Hour Service, add \$400.00. For Same Day Service, add \$200.00. For Next Day Service, add \$100.00. For questions, contact our Call Center at 602-542-3026. 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.ecorp.azcc.gov 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. Same Day/Next Day Service fees, See Decision No. 77503, December 17, 2019, as amended on January 15, 2020. Docket No. ACC-00000A-19-0213.

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. 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 4. 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, (3) a duly-authorized bankruptcy trustee, receiver, or other court-appointed fiduciary or (4) an incorporator, if directors have not been selected or the corporation has not been formed. See A.R.S. §§ 10-120(F) and 10-3120(F).

The document is submitted under penalty of law, 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. 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: www.ecorp.azcc.gov

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 - Examination Section
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 - Examination Section
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 or MasterCard.

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. We will not accept checks drawn on non-U.S. banks.

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 at the Phoenix office ONLY (Tucson does not accept cash). Do not mail cash. NOTE: no bills larger than \$20.00 will be accepted.

Questions

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