



## Instructions for Filing Limited Liability Company Statement of Abandonment of Use of Fictitious Business Name

[Section 7-16-9](#) of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

**This legal document should be typed. All illegible documents will be REJECTED.**

### How to complete the form:

1. List the entity's ID number. The ID number can be found by looking up your entity in the [Corporate Database](#).
2. List the name of the limited liability company. The entity name can be verified through our [Corporate Database](#). If the entity name has changed an amendment, form [401](#) or form [451](#), must be filed with this office. [Electronic filing](#) may be available.
3. List the fictitious business name the entity would like to abandon.
4. List the date when the original fictitious business name statement was filed.
5. List the state or country of formation.
6. Domestic entity's **MUST** list the date of organization. Foreign entity's **MUST** list the date of registration in Rhode Island. The entity's date of formation/registration can be verified through our [Corporate Database](#).
7. An Authorized Person of the limited liability company **MUST** sign and date the form.

### How to pay the filing fee:

The filing fee is \$50, payable either by mail via check made payable to RI Department of State or in person via cash, credit card, or check at the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

### How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will **NOT** result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Corporate Database](#)
- Enter the name or ID number of your entity and click "Search"
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing"
- Identify desired type of filing and click on "PDF" under "View PDF" to view and print the record

### How to maintain your status:

The limited liability company is responsible for filing an annual report each calendar year, excluding the year of incorporation, between September 1 and November 1. A courtesy reminder will be mailed to the registered agent prior to September 1 of each year. Be sure to follow up with your registered agent concerning the filing of this report. Failure to file an annual report or maintain a resident agent and/or address may result in the revocation of the Certificate of Organization/Registration pursuant to RIGL [7-16-41](#).

Every entity registered with the RI Department of State - Business Services Division may have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing. Please visit our [website](#) for further information.



State of Rhode Island

**Department of State - Business Services Division**



**Statement of Abandonment of Use of Fictitious Business Name**  
DOMESTIC or FOREIGN Limited Liability Company

STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

→ Filing Fee: \$50.00

Pursuant to the provisions of RIGL [7-16-9](#), the undersigned limited liability company hereby abandons the use of a fictitious business name in the transaction of business in the state of Rhode Island and submits the following:



1. Entity ID Number:	2. The name of the Limited Liability Company is:	
3. The fictitious business name to be abandoned is:		
4. The date when the original fictitious business name statement was filed is:		
5. The state or country the entity is formed is:	6. The date of formation is:	
<i>Under penalty of perjury, I declare that the information contained herein is true and correct.</i>		
Name of Applicant Limited Liability Company		Date
Signature of Authorized Person		

**MAIL TO:**

**Division of Business Services**

148 W. River Street, Providence, Rhode Island 02904-2615

**Phone:** (401) 222-3040

**Website:** [www.sos.ri.gov](http://www.sos.ri.gov)



STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

**If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email [corporations@sos.ri.gov](mailto:corporations@sos.ri.gov).**



## Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. **All fields are REQUIRED.**

Name:		Date:
Entity Name:		
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number: