

Instructions for completing form CD 415

Important – Please Read. A certificate of termination is filed to terminate a limited liability company. Form CD 415 may be used for this purpose. However, use of this form is optional. Form CD 415 is not intended to replace competent legal counsel. Secretary of State staff is not authorized to provide legal counsel or explain the steps necessary to successfully terminate a limited liability company or to complete this form. It is for this reason filers are strongly urged to obtain professional legal, tax and or business advice to assure filers goals and intentions are met, that requirements of the law are satisfied, and that members and managers are protected even after termination of the organization.

Instructions for completing Form CD 415 Certificate Of Termination

- Article One Name of the liability company Provide the name of the company.
- Article Two All debts of the limited liability company must be paid or discharged in order to use this form.
- Article Three There must be no actions pending against the limited liability company in any court.
- Signature The certificate of termination is properly executed when signed and dated by filer. Filer must indicate the capacity in which signing (i.e. member, manager, attorney for LLC, or organizer if LLC has not commenced business). There is no publication requirement for a limited liability company. The form should be mailed or delivered to Corporations Division, 315 West Tower, #2 Martin Luther King Jr. Drive, Atlanta, GA 30334. Please note: **There is no fee requirement for filing certificate of termination.**