



**Secretary of State
Business Programs Division**

Business Entities

1500 11th Street, Sacramento, CA 95814

P.O. Box 944260, Sacramento, CA 94244-2600

Business Entities Submission Cover Sheet

For fastest service, file online at bizfileOnline.sos.ca.gov.

Instructions:

- Complete and include this form with your paper submission. This form will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- In-person submissions (excluding Statements of Information): \$15 special handling fee. Do not include a \$15 special handling fee when submitting documents by mail.
- All submissions are reviewed in the date order of receipt, with online submissions given priority. For updated processing time information, visit www.sos.ca.gov/business/be/processing-dates.
- To obtain a certified copy, include certification fees with your submission.

Note: All correspondence related to your submission will be sent to the name and address on your check or money order.

Contact Person (Please type or print legibly):

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Entity Information (Please type or print legibly):

Entity Name: _____

Entity Number (if applicable): _____

Comments: _____



Secretary of State

RA-100

Resignation of Agent For Service of Process

There is **No Fee** for filing a Resignation of Agent Upon Whom Process May be Served

Certification Fee (Optional) – \$5.00

Note: If the entity from which you are resigning is a corporation, limited liability company, or limited partnership, you can go to the California Business Search at bizfileOnline.sos.ca.gov to verify the exact name of the entity, entity file number, and that you are currently listed as agent for service of process.

This Space For Office Use Only

1. Entity Name (Enter the **exact** name of the entity from which you are resigning as agent for service of process.)

[Empty text box for Entity Name]

2. Entity Number (Enter the Entity Number issued to the business entity by the California Secretary of State.)

[Empty text box for Entity Number]

3. Name of Resigning Agent for Service of Process (Enter your name, **or** if the agent for service of process is a corporation, enter the name of that corporation.)

[Empty text box for Name of Resigning Agent]

4. Statement of Resignation (The following statement declares your intent to resign as agent for service of process. Do not alter.)

The undersigned hereby resigns as agent upon whom process may be served in California for the above-name entity.

5. Read and Sign Below (Office or title not required. **Do not** use a computer generated signature.)

I declare I am the person who signed this document, which execution is my act and deed.

Signature of Resigning Agent for Service of Process **or**
Signature of Representative of Resigning Agent, **if** the agent for service of process is a corporation