

Instructions: Statement of Change Withdrawing a Registration of True Name

Use these instructions when completing a Statement of Change Withdrawing a Registration of True Name pursuant to [§ 7-90-305.5](#) and [§ 7-90-604](#) of the Colorado Revised Statutes (C.R.S.). The required form/cover sheet must be used when submitting the document for filing. Information included in the document must be typewritten or machine printed and must be in English. Mistakes may have legal consequences; carefully review the information you provide. The Colorado Secretary of State's Office cannot provide legal advice. Questions should be addressed to your legal, business, or tax advisor(s). Only provide information that is required or permitted to be included in the form/cover sheet. Do not alter the form/cover sheet. Additional information may be provided in an attached document. Do not include personal identifying information, such as a social security number. All information entered in the form/cover sheet or included in an attachment will be made a matter of public record and will be immediately accessible on the Secretary of State's website. In order to obtain a copy of the filed document or access additional information, including Frequently Asked Questions (FAQs), visit our website, www.sos.state.co.us.

Instructions

ID Number: The ID Number is the 11-digit number assigned to the record by the Business Division of the Colorado Secretary of State's Office. This ID number is specific to the Business Division of the Colorado Secretary of State's Office. It is not a state or federal tax number. To locate the ID number, visit our website at www.sos.state.co.us, click "...search the business database", and search for the true name. The ID number is listed on the record's Summary page. This ID number must be indicated on all documents related to an existing record in the records of the Colorado Secretary of State.

True Name: Provide the true name of the foreign entity exactly as shown in the records of the Business Division of the Colorado Secretary of State's Office.

Statement: The statement that the registration of true name has been relinquished is required by [§ 7-90-604 \(5\)](#), C.R.S. The statement indicates that the true name will no longer be registered in Colorado and the name will be available for use.

Additional Information: If you would like to provide additional information, mark the box and include an attachment stating the additional information.

Delayed Effective Date (optional): *Leave this field blank if you want the document to take effect immediately.* The effective date of this document may be delayed up to 90 days after filing with the Business Division of the Colorado Secretary of State's Office. If you do not want the document to become effective immediately, enter the date and, if appropriate, time that you want the document to become effective. If only a date is entered, then the document will become effective at 11:59 p.m. on that date. Mountain Time controls the filing date and time. For legal authority, refer to [§ 2-4-109](#) and [§ 7-90-304](#), C.R.S.

Notice: This section describes the legal authority for filing this document. Refer to [§ 7-90-301.5](#), C.R.S., for more information.

Individual Causing Delivery: Pursuant to [§ 7-90-301.5](#), C.R.S., each individual causing the document to be filed is responsible for complying with the applicable statutes. Provide the last name, first name, and address of at least one individual causing the document to be delivered for filing. A middle name or initial and a suffix are optional. The mailing address, including the city, state, and ZIP/postal code, must be provided. Any address outside of the United States must include the country and, if applicable, the province.

Example: Smith, John
123 N. Main St., Apt 101
Denver, Colorado 80122

Additional Individuals Causing Delivery: If more than one individual is causing this document to be filed, mark the box and include an attachment with the names and addresses of additional individuals causing the document to be filed. The attachment must provide the name of each additional individual, including their last name and first name. A middle name or initial and a suffix are optional. Also provide the mailing address, including the city, state and ZIP/postal code. Any address outside of the United States must include the country and, if applicable, the province.

Disclaimer: These instructions, and the related form/cover sheet, are not intended to provide legal, business or tax advice, and are offered as a public service without representation or warranty. While the related form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains your responsibility. Questions should be addressed to your attorney.