



Domestic Limited Liability Company Request for Voluntary Administrative Cancellation

STOP. Do not complete this form if one of the following apply for the domestic limited liability company (LLC):

- Registered within the last 12 months or less and did not conduct any business.
Has not ceased doing business.
Has assets.
Registered as a foreign entity with Secretary of State (SOS).

Beginning January 1, 2019, the Franchise Tax Board (FTB) has the authority to abate, upon written request by a domestic LLC, the unpaid qualified taxes, interest, and penalties for the taxable years in which the entity certifies, under penalty of perjury, that it was not doing business and does not have any remaining assets in the business.

You must complete all of the following in order to be approved for Voluntary Administrative Cancellation:

- All tax returns filed up to the date the entity ceased doing business.
All taxes, penalties, and interest paid up to the date the entity ceased doing business.

For more information, go to ftb.ca.gov and search for administrative cancellation.

Domestic Limited Liability Company Information

Form section for Domestic Limited Liability Company Information with fields for Name on Record, CA SOS Number, Street Address, FEIN, City, State, ZIP Code, and Phone.

Authorized Representative or Business Contact Information

Form section for Authorized Representative or Business Contact Information with fields for Name, Title, Phone, Street Address, Apt./Ste. Number, PMB/Private Mailbox, City, State, and ZIP Code.

Qualification Questions

Complete questions 1 through 4.

1. Was the domestic LLC ever doing business (that is, actively engaged in any transaction for the purpose of financial, pecuniary gain, or profit)? 1. Yes No

If yes, list the date the domestic LLC ceased doing business ____/____/____

If no, provide the following:

a. Date of incorporation ____/____/____

b. Reason why the domestic LLC was formed (attach additional sheet(s), if needed) _____.

2. Does the domestic LLC currently have any of the following? 2. Yes No

If yes, provide documentation for the following information (attach additional sheet(s), if needed).

a. Assets. List and include the description and value for each asset (such as, equipment, tools, or vehicles).

Table with 2 columns: Description and Asset Value. Contains three empty rows for listing assets.

b. Bank, investment accounts, and/or business loans. List financial institution account, investment account, and business loan information.

Financial Institution Name	Account Type	Current Balance
Street Address (number and street or PO Box)	Suite Number	
City	State	ZIP Code

c. Real property. List real property owned information, including property type and market value.

Business Entity Owned Property	Property Type	Market Value
Street Address (number and street or PO Box)	Suite Number	
City	State	ZIP Code

d. Contracts in and/or outside California. List all contracts and the dates the contracts ended.

Contract	Date Ended
1.	
2.	
3.	

e. Inventory. List all business inventory information, including the description, cost, fair market value, and liquidation value.

Description	Cost
Fair Market Value	Liquidation Value

f. Any license. List the cities and license numbers for each license.

City	License Numbers
1.	
2.	
3.	

g. Employees, independent contractors, or commissioned agents. List the business names and relationships of employees, independent contractors, or commissioned agents.

Name	Relationship
1.	
2.	
3.	

h. Active accounts receivable. List all collection activity, including notifying customers or clients of past due accounts or account assignments to third parties.

Collection Activity	Description
1.	
2.	
3.	

i. Shareholder loans. List the shareholder names and loan amounts.

Shareholder Names	Loan Amounts
1.	
2.	
3.	

3. Did the domestic LLC distribute its assets? Yes No
 Attach additional sheet(s) to list and explain the asset information. Include descriptions, values, and the recipient's FEIN/SSN, name, address, phone, and asset distribution dates.
4. Did the domestic LLC ever do business under a different name? Yes No
 Attach additional sheet(s) to list all business names and locations.

Signature Authorization

I hereby certify under penalty of perjury under the laws of California, that all information supplied on this form including any attachment is true, correct, and complete to the best of my knowledge and ability.

Authorized Representative or Business Contact Name	Title	Email	
Signature X		Date	Phone

Franchise Tax Board Privacy Notice

To learn about your privacy rights, how we may use your information, and consequences if you do not provide information we request, go to ftb.ca.gov/Forms and search for **1131**. To request this notice by mail, call 800.338.0505 and enter form code **948** when instructed.

Subject to Additional Penalty

If the entity cancels under Revenue and Taxation Code (R&TC) Section 23310 but continues to do business as defined under R&TC Section 23101(a) or has any remaining assets which were not disclosed by the qualified entity at the time of request for abatement under R&TC Section 23310, the total tax, interest, and penalties that were abated shall be due and payable and we may assess an additional penalty in an amount equal to 50 percent of the total tax abated pursuant to R&TC Section 23310, plus accrued interest payable pursuant to R&TC Section 19101. (R&TC Section 23311)

Mailing Instructions

If you write to us, include the California LLC number or FEIN and your daytime and evening phone numbers. Make a copy of the completed form for your records.

Mail or fax your completed and signed FTB 3716 PC to:

Mail: BUSINESS ENTITY CORRESPONDENCE
FRANCHISE TAX BOARD
 PO BOX 942857
 SACRAMENTO CA 94257-4040

Fax: 916.855.5519

What Happens Next

Upon receipt of your completed FTB 3716 PC, *Domestic Limited Liability Company Request for Voluntary Administrative Cancellation*, we will review your request and contact you.

Connect With Us

Web: ftb.ca.gov
Phone: 916.845.7700 from 8 a.m. to 5 p.m. weekdays, except state holidays
TTY/TDD: 800.822.6268 for persons with hearing or speech impairments
Fax: 916.855.5519