

Instructions: Form SS-4261

Notice of Cancellation or Transfer of Reserved Limited Partnership Name



Business Services Division
Tre Hargett, Secretary of State
State of Tennessee

Submission Options

A Notice of Cancellation or Transfer of Reserved Limited Partnership Name may be filed using one of the following methods:

Paper submission: A blank Notice of Cancellation or Transfer of Reserved Limited Partnership Name form may be obtained by going to sos.tn.gov and entering SS-4261 in the search bar; by emailing the Secretary of State at TNSOS.CORPINFO@tn.gov, or by calling (615)741-2286. The Notice of Cancellation or Transfer of Reserved Limited Partnership Name form should be typed or hand printed in dark blue or black ink.

Walk-in: A blank Notice of Cancellation or Transfer of Reserved Limited Partnership Name form may be obtained in person at the address listed below.

If submitting by mail, send the completed form and filing fee together in the same envelope. Mail to:

Tennessee Secretary of State
ATTN: Corporate Filing
312 Rosa L. Parks Ave FL 6
Nashville TN 37243

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give legal advice.

Completing the Form

Notice of Cancellation or Transfer of Reserved Limited Partnership Name provisions are set forth in the Tennessee Uniform Limited Partnership Act of 2017, T.C.A. § 61-3-113(b)-(c) or T.C.A. § 61-2-103(b) of the Tennessee Revised Uniform Partnership Act of 1988.

Check the appropriate box to indicate if the reserved name is being transferred or cancelled.

1. **NAME TO BE TRANSFERRED/CANCELLED:** Enter the exact, reserved name of the Limited Partnership as listed on the records of the Tennessee Secretary of State. To find entity information, including the exact, reserved name, visit: <https://tnbear.tn.gov/ECommerce/FilingSearch.aspx>.
2. **NAME AND ADDRESS OF HOLDER OF RESERVED NAME:** Enter the name and address of the current holder of the reserved name. Include the street address, city, state and zip code. The address will be verified and formatted to United States Postal Service address deliverability guidelines. If the address cannot be recognized as deliverable by United States Postal Service, the form will be rejected by the Division of Business Services.
3. **NAME AND ADDRESS OF TRANSFEREE (transfer only):** Enter the name and address of the applicant or transferee. Include the street address, city, state and zip code. The address will be verified and formatted to United States Postal Service address deliverability guidelines. If the address cannot be recognized as deliverable by United States Postal Service, the form will be rejected by the Division of Business Services.

Signature

The holder of the reserved name must sign the application. Type or print the signature name. Indicate the signer's title/capacity and the date signed. Failure to do so will result in the form being rejected.

Filing Fee

The filing fee is \$20.00 per Application for Cancellation or Transfer of Reserved Limited Partnership Name.

Make check, cashier's check or money order payable to the Tennessee Secretary of State. Cash is only accepted for walk-in filings. Requests submitted without the proper filing fee or made payable to an entity other than the Tennessee Secretary of State will be rejected.

**APPLICATION FOR CANCELLATION OR TRANSFER OF
RESERVED LIMITED PARTNERSHIP NAME**

SS-4261



Tre Hargett
Secretary of State

**Division of Business Services
Department of State**
State of Tennessee
ATTN: Corporate Filing
312 Rosa L. Parks Ave, 6th FL
Nashville, TN 37243-1102
(615) 741-2286

Filing Fee: \$20.00

For Office Use Only

- Pursuant to the provisions of T.C.A. § 61-3-113(b) of the Tennessee Uniform Limited Partnership Act of 2017, or T.C.A. § 61-2-103(b) of the Tennessee Revised Uniform Limited Partnership Act, the undersigned hereby applies to **transfer the reservation** of the following limited partnership name.
- Pursuant to the provisions of T.C.A. § 61-3-113(c) of the Tennessee Uniform Limited Partnership Act of 2017, or T.C.A. § 61-2-103(b) of the Tennessee Revised Uniform Limited Partnership Act, the undersigned hereby applies to **cancel the reservation** of the following limited partnership name.

1. Name to be transferred/cancelled: _____

2. Name and Address of Holder of Reserved Name:

Name: _____

Address: _____

City: _____ ST: _____ Zip Code: _____

3. Name and Address of Transferee (transfer only):

Name: _____

Address: _____

City: _____ ST: _____ Zip Code: _____

Signature of Holder of Reserved Name:

Signature

Title/Signer's Capacity

Printed Name

Date

Submitter Name: _____ Phone #: (_____) _____ - _____