



238 W. Jericho Turnpike
Huntington Station, NY 11746

(800) 443-8177
(516) 935-3940
Fax (516) 935-3088
e-mail orders1@hubco1.com

NEW YORK - INCORPORATION Dissolution FAX ORDER FORM

1. **Account's Name:** _____
(person or firm being invoiced)
Address: _____

Phone: _____ **Fax:** _____

Due to Changes in the New York State Dissolution process, HUBCO, as a service company can NO LONGER start the dissolution process for our clients.

New York State requires that either the client, the client's C/A or client's Attorney must call to start the dissolution process by following the directions below:

Instructions for calling in to start a NY Dissolution:

Telephone Number: 518-485-6027 (Fax Number: 518-435-2997)

- 1. Exact Name of the Corporation**
- 2. Corporation's Taxpayer Identification Number**
- 3. Address where the consent is to be sent:**

- 4. Name, Phone Number & Relationship to the Corp, of the filer of the Certificate of Disso.**

PLEASE SEE SECOND PAGE FOR FURTHER INSTRUCTIONS



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Once the Dissolution process is started, the Tax Department will send the final consent to HUBCO to file the Final Certificate of Dissolution

**PLEASE FILL IN THE BALANCE OF THIS FORM IN ORDER FOR US TO PREPARE
THE CERTIFICATE OF DISSOLUTION UPON RECEIPT OF CONSENT**

- 2. Name of Incorporation _____
- 3. The date of filing of the Certificate of Incorporation: _____
- 4. Employer ID # _____
- 5. Address of Incorporation _____

- 6. Presidents Name: _____
- 7. Presidents Residential Address: _____

Fees: 130.00 - Takes 1 - 3 Months to Process.

Payment: Master Card Visa Amex Discover

Name on Card: _____

Credit Card # _____ Exp. Date: _____

Since disbursements are advanced to the Department of State on your behalf we encourage the use of a credit card which we will keep on file and automatically bill each transaction.