

How to Amend/Close an Existing Business in Business Filing Services

Purpose: Use this guide to amend/close an existing business in Pennsylvania (e.g., Change of Registered Office, Business Name Change, Certificate of Termination, Articles of Dissolution, Voluntary Termination/Dissolution, etc.).

Step 1: Go to <https://hub.business.pa.gov>. Enter your username and password. Click *Log in*. New users should register for an account by clicking the *Register* button on the right. [Click here](#) for additional assistance with registering as a new user in the Hub. **NOTE:** The Business Hub utilizes Keystone Login. If you have an existing Keystone Login from another Commonwealth system associated with your email address, use your existing information to *Log in*.

PA Business One-Stop Shop [Feedback](#) [FAQs](#) [Help](#)

If you have a Keystone Login username and password, please use it below. If not, you will need to create one. Please do not use your PENN File credentials on this page, you will be given the opportunity to link your new Keystone Login to your PENN File account once your Keystone Login has been created.

Login to your account

Register a new account

Username

Password

Log in

Register

Keystone Login is an account management system for commonwealth online services. You can use your Keystone Login username and password to log into any online service that participates in Keystone Login.

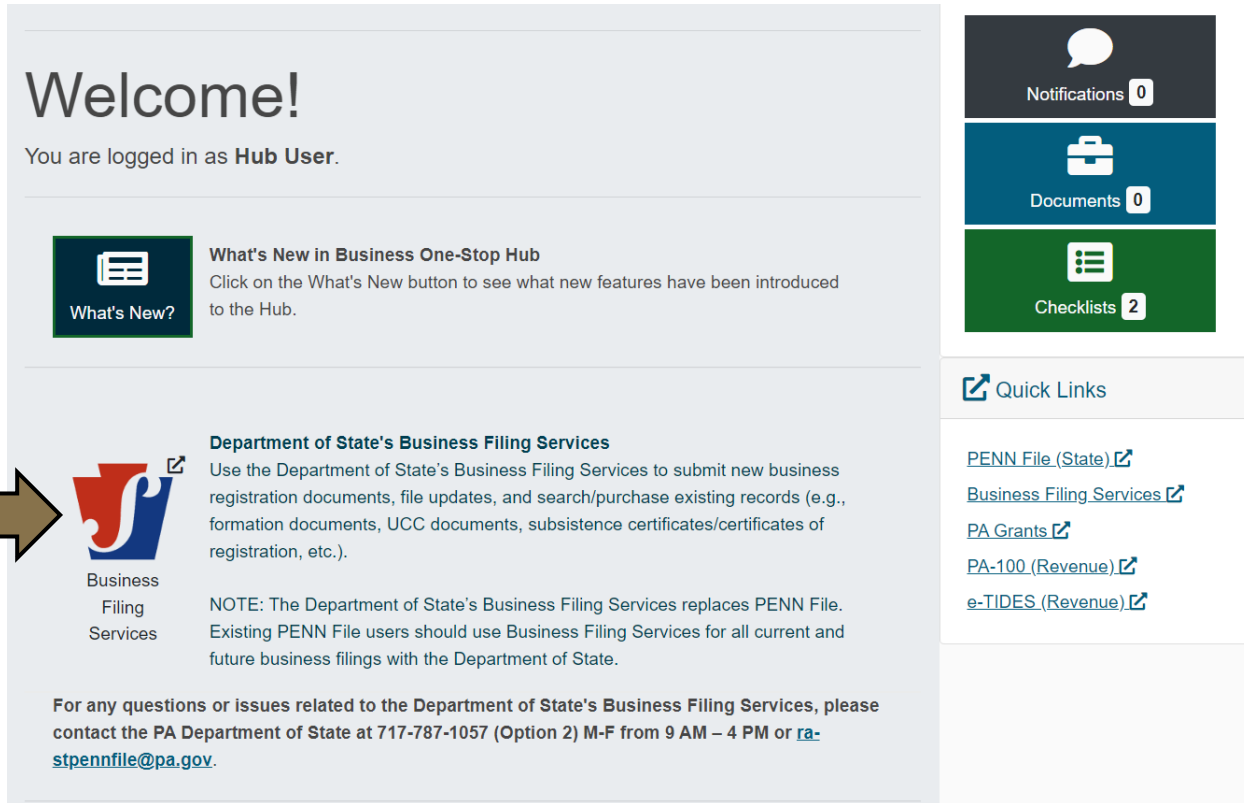
Powered by PA KEYSTONE LOGIN

Powered by PA KEYSTONE LOGIN

Privacy - Terms

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Step 2: Click the *Business Filing Services* logo. **NOTE:** This will open in a separate tab.



Welcome!
You are logged in as **Hub User**.

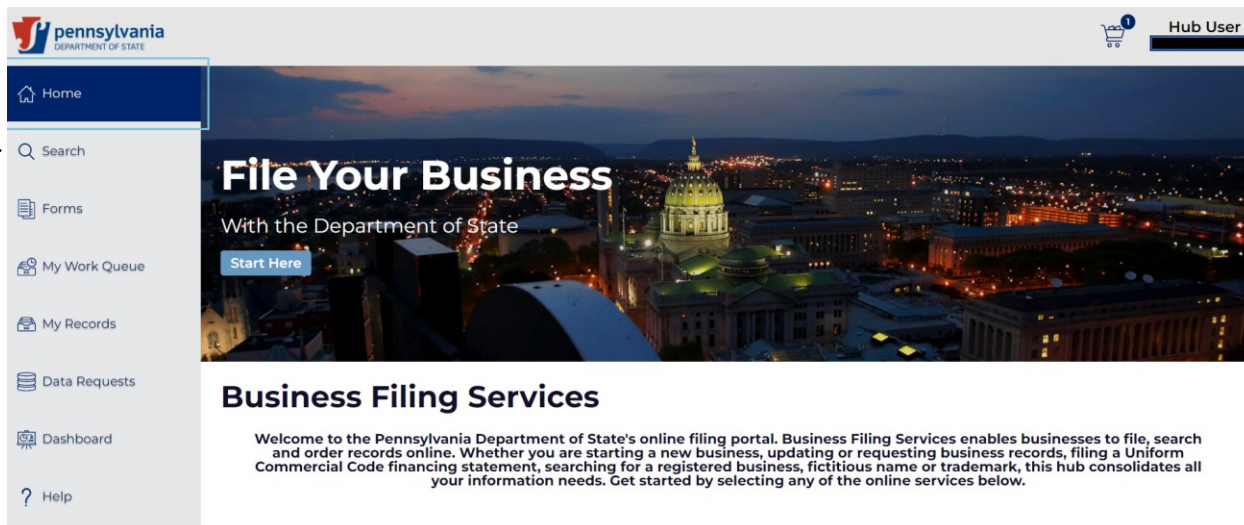
What's New?
What's New in **Business One-Stop Hub**
Click on the What's New button to see what new features have been introduced to the Hub.

Business Filing Services
Department of State's **Business Filing Services**
Use the Department of State's Business Filing Services to submit new business registration documents, file updates, and search/purchase existing records (e.g., formation documents, UCC documents, subsistence certificates/certificates of registration, etc.).
NOTE: The Department of State's Business Filing Services replaces PENN File. Existing PENN File users should use Business Filing Services for all current and future business filings with the Department of State.
For any questions or issues related to the Department of State's Business Filing Services, please contact the PA Department of State at 717-787-1057 (Option 2) M-F from 9 AM – 4 PM or [ra-stpennfile@pa.gov](mailto:stpennfile@pa.gov).

Notifications 0
Documents 0
Checklists 2

Quick Links
[PENN File \(State\)](#)
[Business Filing Services](#)
[PA Grants](#)
[PA-100 \(Revenue\)](#)
[e-TIDES \(Revenue\)](#)

Step 3: Click *Search*.



File Your Business
With the Department of State
[Start Here](#)

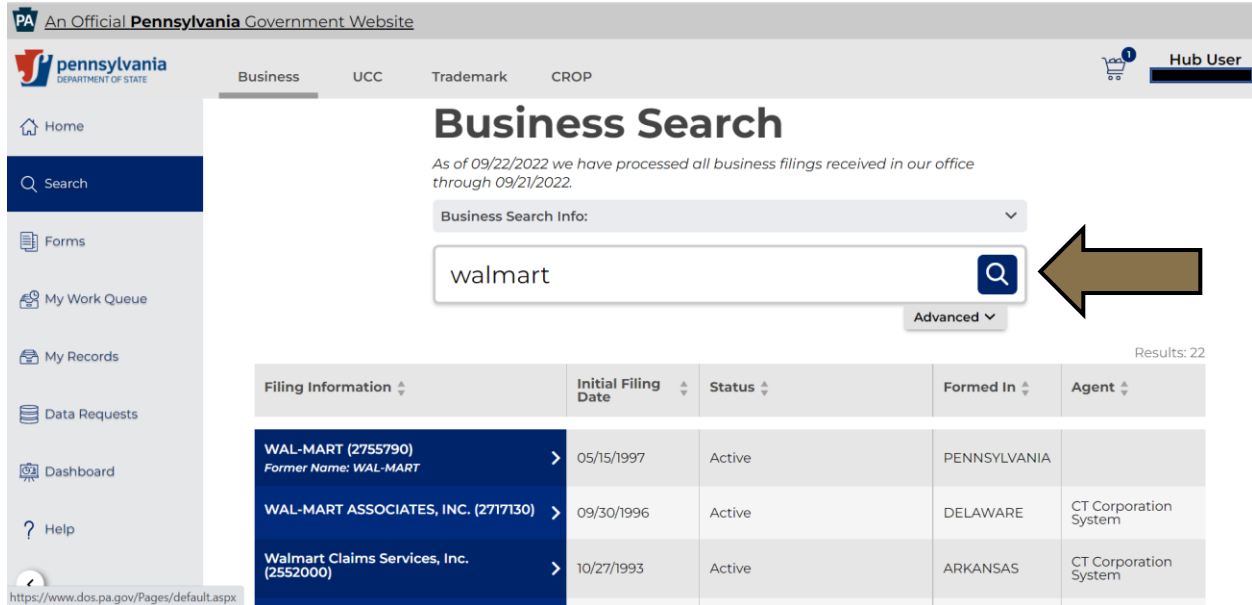
Business Filing Services
Welcome to the Pennsylvania Department of State's online filing portal. Business Filing Services enables businesses to file, search and order records online. Whether you are starting a new business, updating or requesting business records, filing a Uniform Commercial Code financing statement, searching for a registered business, fictitious name or trademark, this hub consolidates all your information needs. Get started by selecting any of the online services below.

Navigation menu: Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, Help

Header: pennsylvania DEPARTMENT OF STATE, Hub User

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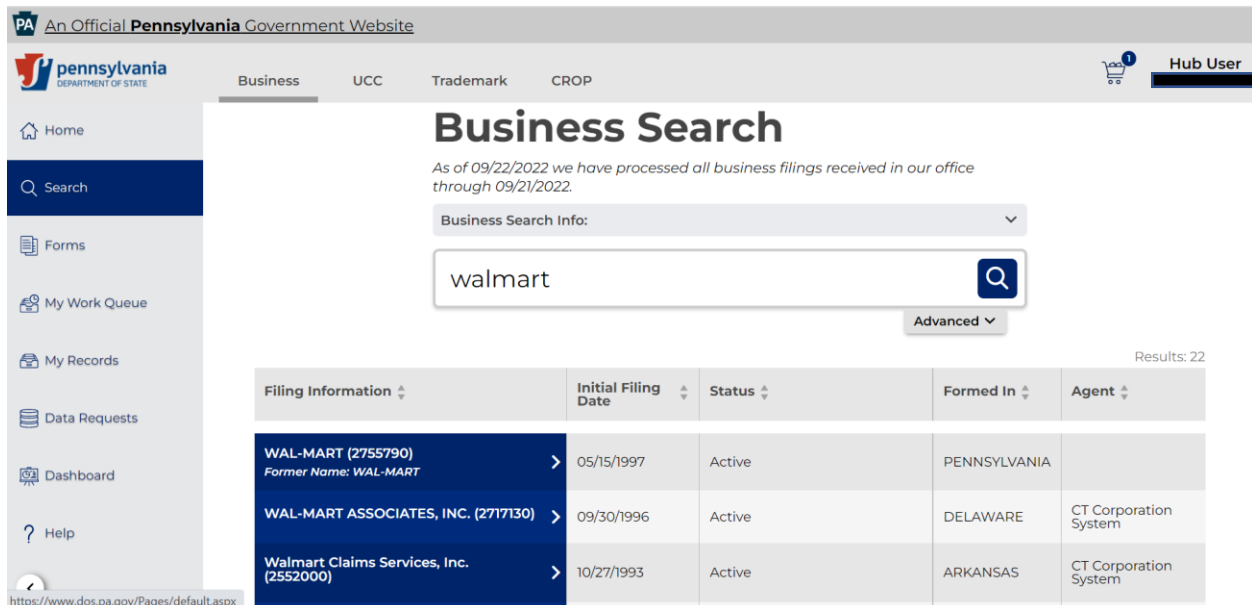
Step 4: Type in your business name and click the *Search* icon.



The screenshot shows the Pennsylvania Business Search interface. The search bar contains the text "walmart" and a magnifying glass search icon. A large brown arrow points to the search icon. Below the search bar is a table with search results. The table has columns for Filing Information, Initial Filing Date, Status, Formed In, and Agent. The first row is highlighted in blue and contains the following data:

Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
WAL-MART ASSOCIATES, INC. (2717130)	09/30/1996	Active	DELAWARE	CT Corporation System
Walmart Claims Services, Inc. (2552000)	10/27/1993	Active	ARKANSAS	CT Corporation System

Step 5: Click your business name in the search results.

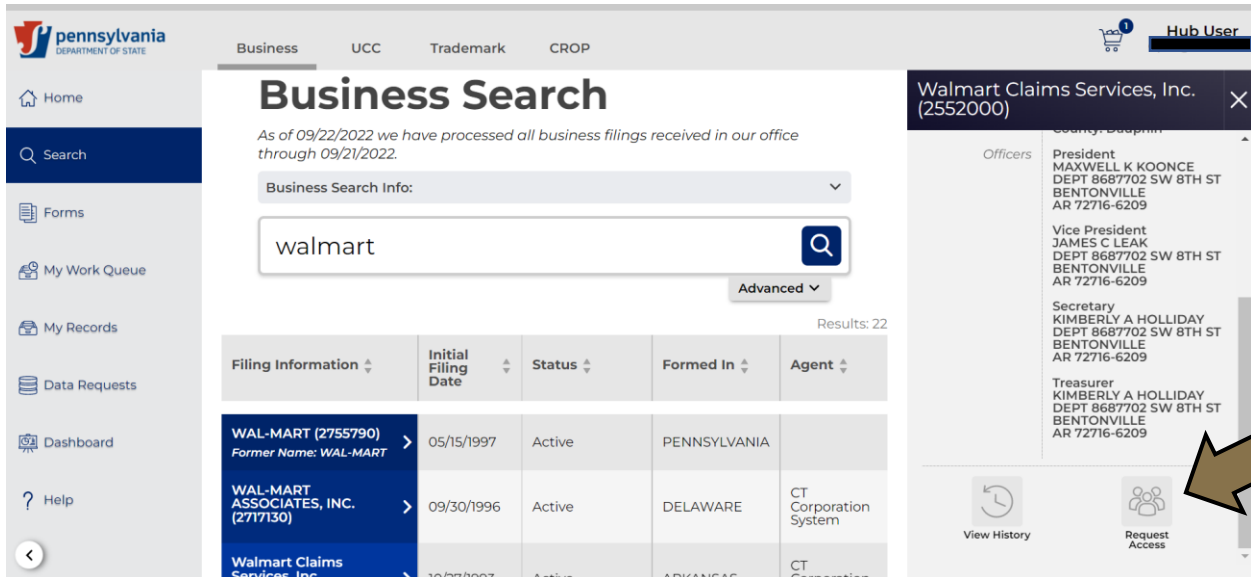


The screenshot shows the same Pennsylvania Business Search interface as in Step 4. The search bar still contains "walmart". The search results table is visible, and the first row, "WAL-MART (2755790)", is highlighted in blue. A large brown arrow points to this highlighted row.

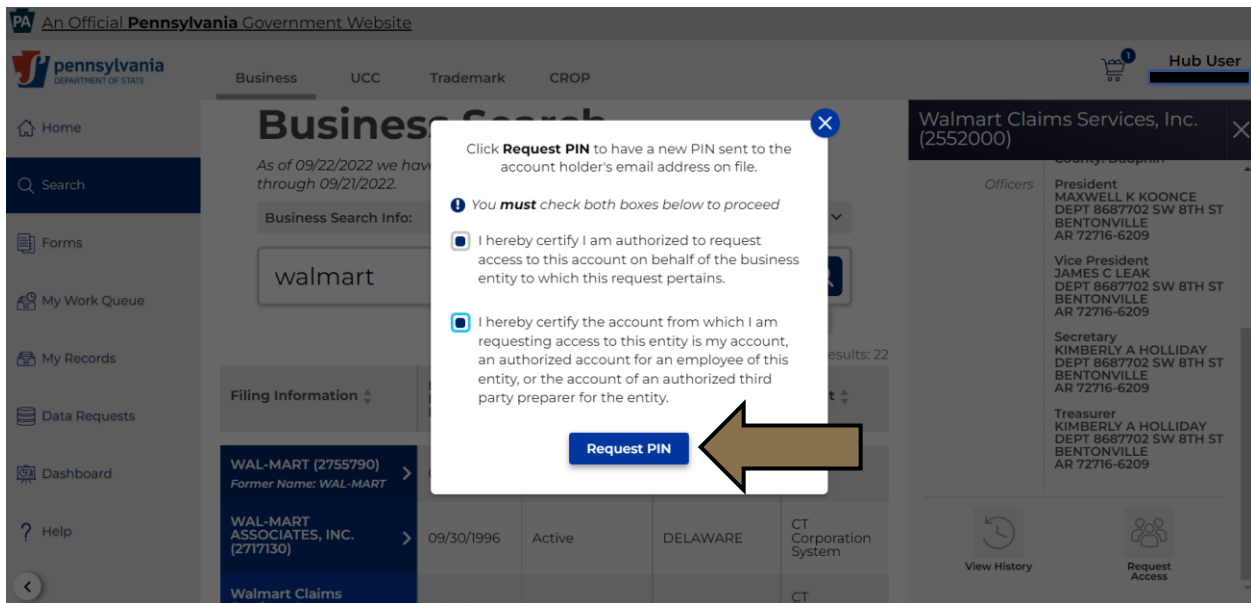
Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
WAL-MART ASSOCIATES, INC. (2717130)	09/30/1996	Active	DELAWARE	CT Corporation System
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Step 5: Scroll down and click *Request Access*. **NOTE:** If you already have access to the business this option will say *Manage User Access*. In that case, please skip to step 9.

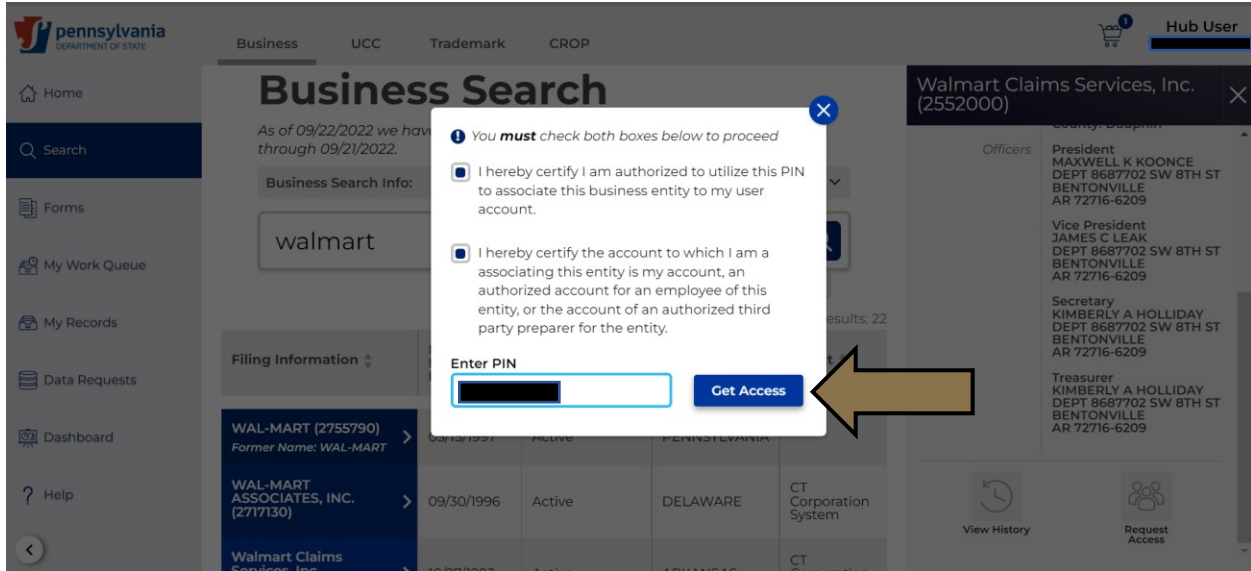


Step 6: Check the two verification boxes and click *Request Pin*. **NOTE:** The PIN will be a combination of letters and numbers.

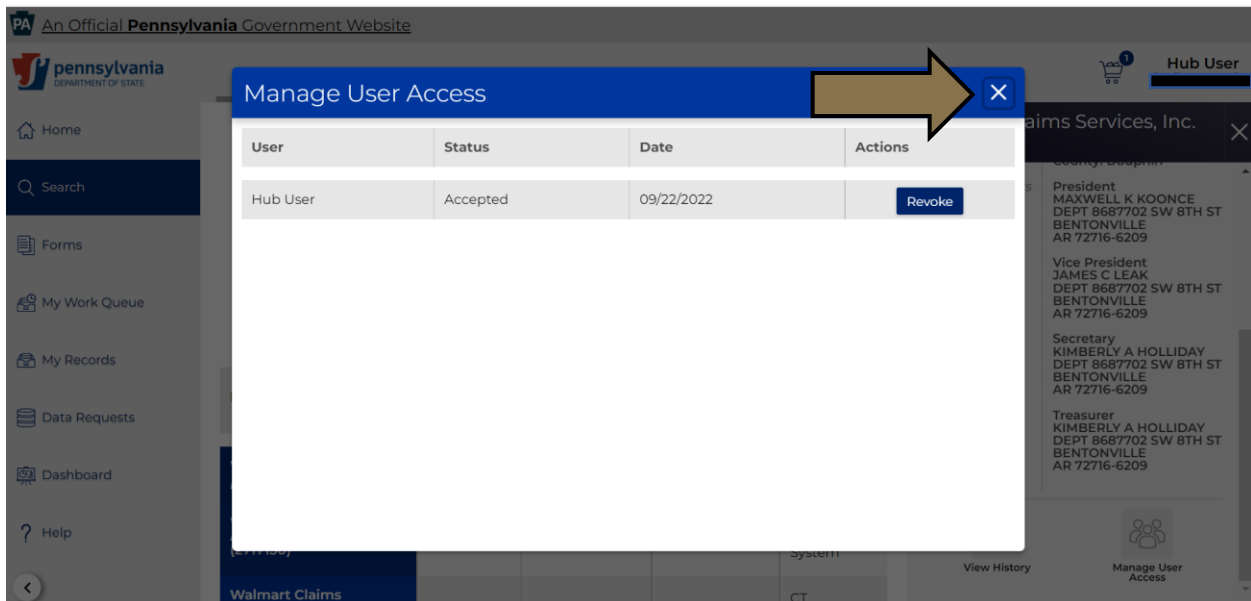


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Step 7: Retrieve the PIN from your email, click *Input PIN*, enter your PIN, and click *Get Access*.



Step 8: After successfully entering your PIN you will see the following screen. Click the "X" to close the Manage User Access screen.



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Step 9: Click *File Amendment* to select the necessary form and follow the screen prompts to complete and pay electronically.

Business Search

As of 09/22/2022 we have processed all business filings received in our office through 09/21/2022.

Business Search Info:

walmart

Advanced

Results: 22

Filing Information	Initial Filing Date	Status	Formed In	Agent
WAL-MART (2755790) Former Name: WAL-MART	05/15/1997	Active	PENNSYLVANIA	
WAL-MART ASSOCIATES, INC. (2717130)	09/30/1996	Active	DELAWARE	CT Corporation System
Walmart Claims Services, Inc.	10/27/1993	Active	ARKANSAS	CT Corporation System

Walmart Claims Services, Inc. (2552000)

Initial Filing Date: 10/27/1993

Status: Active

Formed In: ARKANSAS

Filing Type: Foreign Business Corporation

Registered Office: CT Corporation System
County: Dauphin

Officers:

President: MAXWELL K KOONCE
DEPT 8687702 SW 8TH ST
BENTONVILLE AR 72716-6209

Vice President: JAMES C LEAK
DEPT 8687702 SW 8TH ST
BENTONVILLE AR 72716-6209

Step 10: Once submitted, you can view the status of your filing and access the processed documents within *My Work Queue*. **NOTE:** Make sure you check *My Business Work Queue* by clicking *Business* in the submenu at the top (highlighted in yellow below).

Arrows

PA An Official Pennsylvania Government Website

Business Orders UCC UCC Information Request Trademark

My Business Work Queue

Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
Hub Business LLC Certificate of Organization Limited Liability Company	0003537369	Pending Review	09/22/2022	09/22/2022 11:31	