

## 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](#)

Powered by PA KEYSTONE LOGIN

[Register](#)

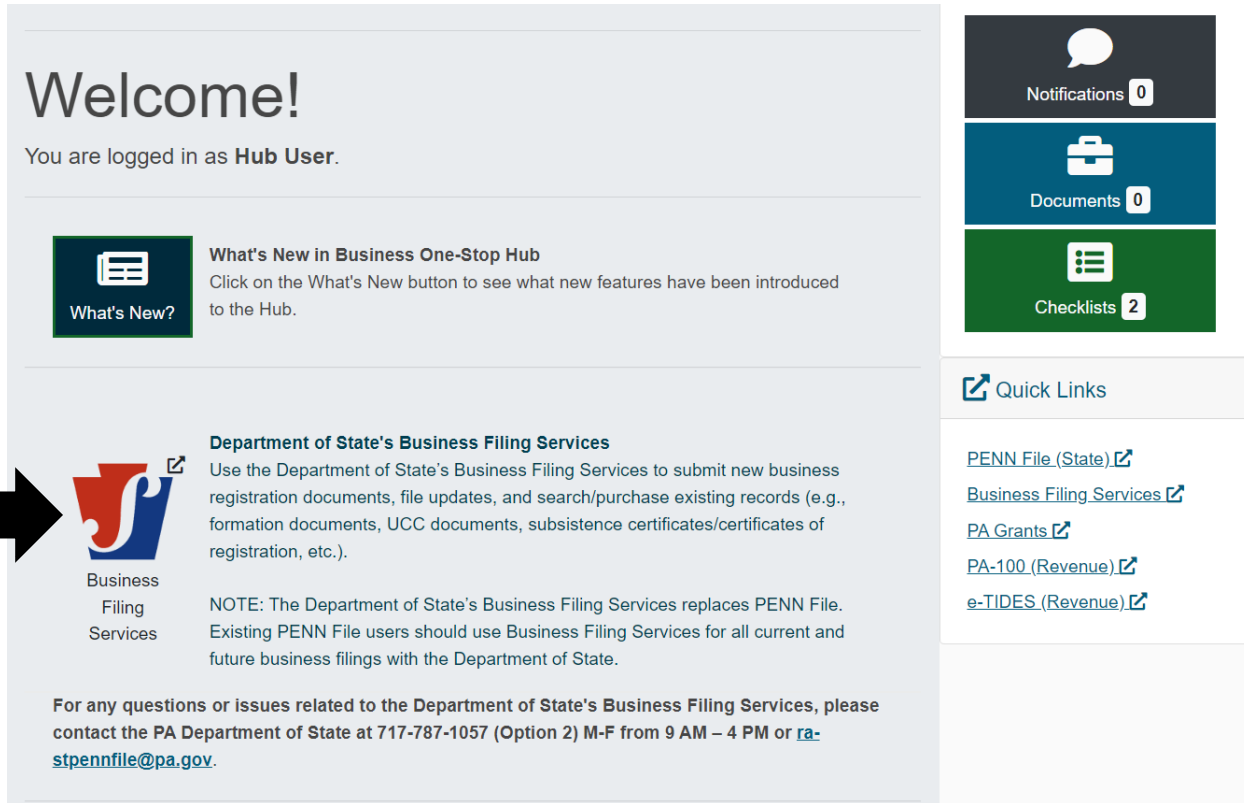
Keystone Login is an account management system for commonwealth online services. You can use your Keystone Login username and password to log into any online service that participates in Keystone Login.

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

**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.

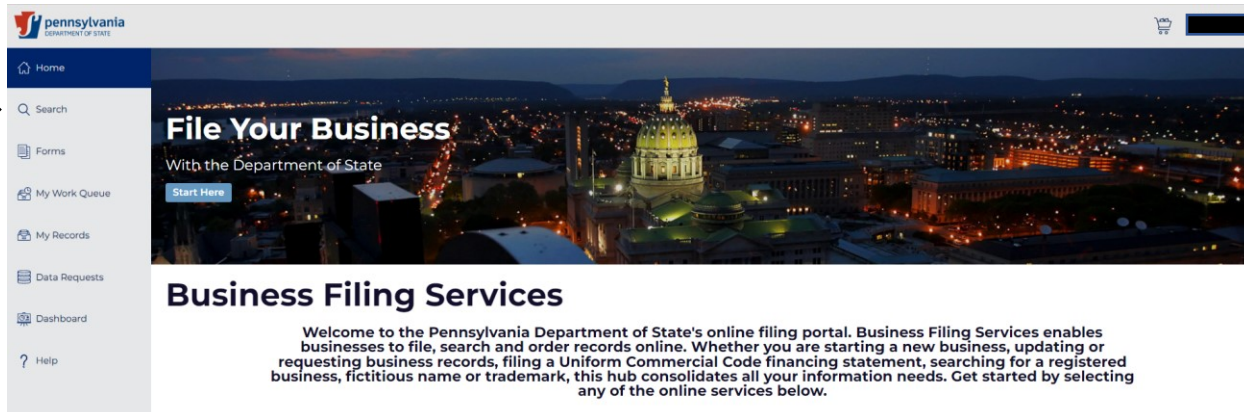
**Department of State's Business Filing Services**  
Use the Department of State's Business Filing Services to submit new business registration documents, file updates, and search/purchase existing records (e.g., formation documents, UCC documents, subsistence certificates/certificates of registration, 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 [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:** Home, Search, Forms, My Work Queue, My Records, Data Requests, Dashboard, Help

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

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

The screenshot shows the Pennsylvania Department of State's Business Search interface. The search bar contains the text "walmart" and a magnifying glass search icon. A large black 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 information:

Filing Information	Initial Filing Date	Status	Formed In	Agent
<b>WAL-MART (2755790)</b> 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.

This screenshot is identical to the one above, showing the search results for "walmart". A large black arrow points to the first row of the results table, which is highlighted in blue. The first row contains the following information:

Filing Information	Initial Filing Date	Status	Formed In	Agent
<b>WAL-MART (2755790)</b> 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

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**Step 5:** Scroll down and click *Request Access*.

The screenshot shows the 'Business Search' page on the Pennsylvania Department of State website. A search for 'walmart' has been performed, resulting in 22 entries. The table below shows the first three results:

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.	10/27/1997	Active	DELAWARE	CT Corporation System

On the right side of the screen, a detailed view for 'Walmart Claims Services, Inc. (2552000)' is shown, including a list of officers and their contact information. At the bottom of this view, a 'Request Access' button is highlighted with a black arrow.

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

The screenshot shows the same 'Business Search' page as in Step 5, but with a modal dialog box open. The dialog box contains the following text:

Click **Request PIN** to have a new PIN sent to the account holder's email address on file.

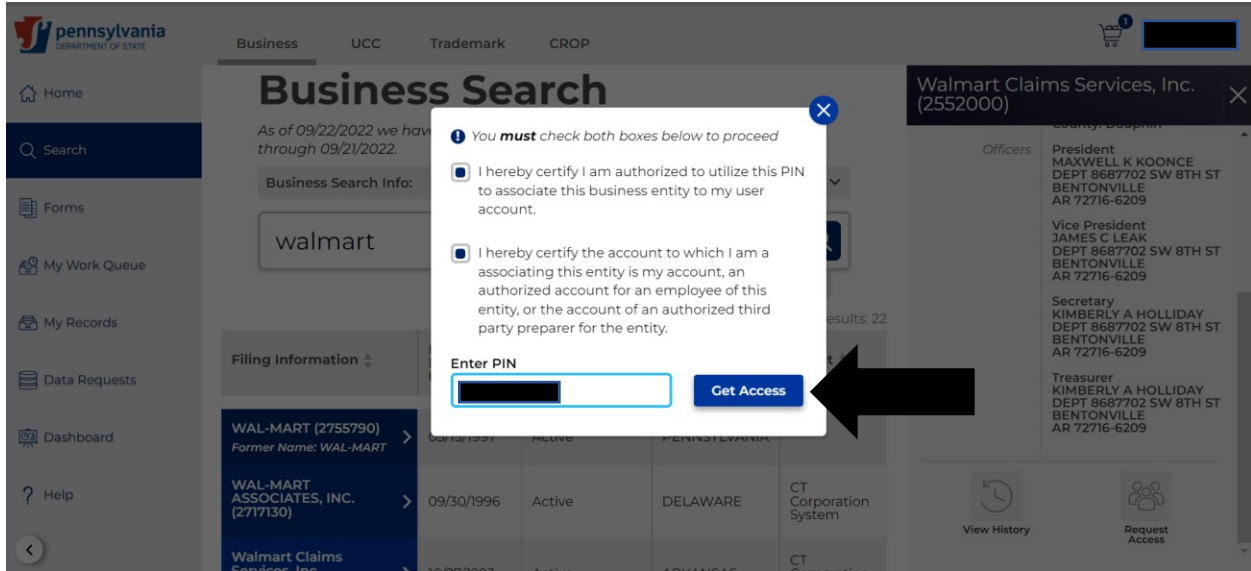
**You must check both boxes below to proceed**

- I hereby certify I am authorized to request access to this account on behalf of the business entity to which this request pertains.
- I hereby certify the account from which I am requesting access to this entity is my account, an authorized account for an employee of this entity, or the account of an authorized third party preparer for the entity.

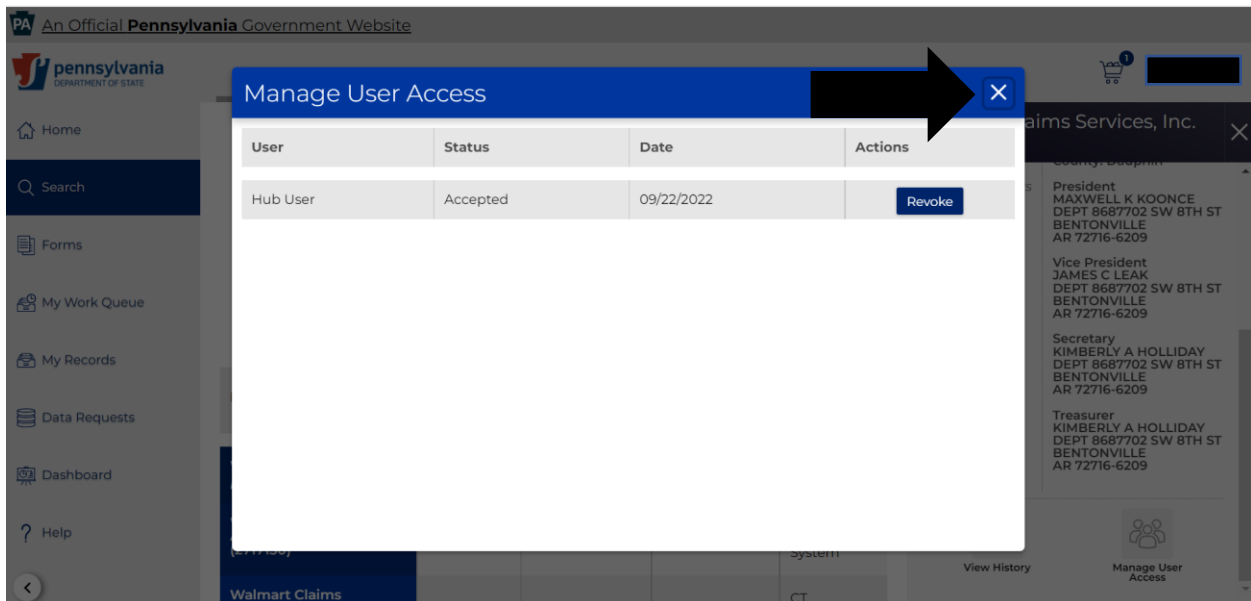
At the bottom of the dialog box, a blue 'Request PIN' button is highlighted with a black arrow.

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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.



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

**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)

File Amendment

Request Certificate

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).

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	