

PURPOSE OF FORM

To apply for *Certificate of Compliance for either, Letter of Good Standing, Dissolution or Withdrawal*

SPECIFIC INSTRUCTIONS**Section 1 - Applicant Information**

Enter the applicant's name, as licensed, name of the entity for which the certificate will be issued. The application will be denied if the name does not match the Taxpayer Identification Number or the Federal Employer Identification Number entered. . (A file number per the Arizona Corporation Commissions has no relation to a Federal Employer Taxpayer Identification Number).

Enter the applicant's daytime telephone number with ext., **current** mailing address, city, state and zip code.

Section 2 - Tax Clearance Purpose

Check the box for the type of certificate requested:

A *Certificate of Compliance for Dissolution or Withdrawal* is specifically for dissolution of a corporation or is for an entity wishing to withdraw from Arizona.

A *Letter of Good Standing* request is for the healthy forest certification, air carrier apportionment, personal reason, renewable energy tax incentive, residency, sale of a business, or other reason.

Section 3 - Application Type

Check only one box for the type of entity making the request.

Enter the Federal Employer Identification Number or the Taxpayer Identification Number.

Enter the Arizona Transaction Privilege License Number. If the business does not have one, leave blank.

Enter the Arizona Withholding Tax License Number. If the business does not have one, leave blank.

Estates or Trusts: Enter the Taxpayer Identification Number or Federal Employer Identification Number.

Individuals: Enter your Social Security Number. (*Last six years or prior will be checked*)

Section 4 - Signature

This area is for the signature of the individual taxpayer, the corporate officer, partner or member of the business requesting the certificate.

Print the name of the taxpayer. Print the title of the taxpayer, owner, partner, president, vice president, etc. **Sign and date the application.** The name must be legible.

Unsigned applications will not be processed.

Section 5 - Important Information**Power of Attorney**

If this application is submitted by anyone other than a corporate officer, general partner, or individual (sole proprietor), Arizona Form 285B, Disclosure Authorization Form, is required. Visit our website at www.azdor.gov and click on the Forms link to obtain Form 285B.

Confidentiality: The department does not release information to anyone other than the taxpayer or a representative as evidenced by a valid power of attorney or disclosure Authorization form on file with the department or with the application.

Denied/Approval Applications: If your application is denied, a denial letter will be sent by mail. Once the deficiencies are cleared, you must resubmit a new application to restart the process. If your application is approved a certificate will be sent by mail.

Processing: Arizona does not have an expedited process for Tax Clearance Applications. An application for a *Letter of Good Standing* (A.R.S.42-1110) takes **15 business days** to process. An application for Dissolution or Withdrawal (A.R.S.43-1151) takes **30 business days** to process. There is no fee for this service. **For faster processing, please file and pay Online.**

Compliance: You must be in full compliance with any and all Arizona tax filing and tax payment requirements in order to receive a certificate. All delinquent returns filed and balances must be paid in full prior to filing tax clearance application. If you are on a payment plan this will not suffice, your account needs to be paid in full.

Dissolution and Withdrawal: You must have cancelled all required licenses with the department in order to receive a certificate. You must have filed a final corporate income tax return in order to receive a certificate.

If your business files a consolidated return, a notarized Letter of Assumption must be submitted from the ultimate parent company with your application.

Other Information:

If your business files a consolidated return, a notarized *Letter of Assumption* must be submitted from the ultimate parent company with your application.

If your business is tax exempt or non-profit, you must submit with your application a *Letter of Determination* from the Internal Revenue Service.

Application Submission:

For submission details please see the following Tax Clearance Application form on the next page.



Arizona Department of Revenue • Collections Administrative Support

ATTN: TCA Process – 1600 W. Monroe – Phoenix, AZ 85007

Email: tca@azdor.gov Telephone: (602) 716-6234

TAX CLEARANCE APPLICATION

1. Applicant Information:

Form with fields for Business or Applicant Name, Current Mailing Address, City, State, ZIP Code, Daytime Phone No., and Email.

2. Tax Clearance Purpose: Check only one request.

REQUEST FOR CERTIFICATE OF COMPLIANCE FOR DISSOLUTION OR WITHDRAWAL:

- Request for Dissolution of Corporation or Withdrawal from Arizona (not applicable to estate, trust, or individual application types).

OR

REQUEST FOR CERTIFICATE OF COMPLIANCE FOR LETTER OF GOOD STANDING:

- Request for Healthy Forest Certification, Sale of Business, or Other.

3. Application Type: Check only one box and provide tax identification number(s) that apply.

Form with checkboxes for Corporation, S Corporation, Partnership or L.L.P., Tax Exempt Organization, Limited Liability Company, Limited Liability Partnership, Estate, Trust, Individual, and Sole Proprietor. Includes fields for Federal Employer I.D. No./Taxpayer I.D. No., AZ Transaction Privilege License No., AZ Withholding Tax License No., and Social Security No.

4. Signature (Signing officer must be listed on the account with ADOR. Please refer to Section 5 of the instructions).

Form with fields for Print Name, Print Specific Title, Signature, and Date.

5. How to submit application:

Email completed and signed application to: tca@azdor.gov

Mail or Deliver to:

Arizona Department of Revenue
Attn: TCA Process
1600 West Monroe
Phoenix Arizona 85007

FAX completed and signed application to:

602-542- 4771 Attn: TCA Process

- Be sure to sign the application.
If your application is denied, you must clear all deficiencies and resubmit the application.
File and pay Online for faster processing.