

PURPOSE OF FORM

To apply for *Certificate of Compliance for Letter of Good Standing, Dissolution and/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.

Enter the applicant's daytime telephone number, 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.

A *Compliance Check* for Department of Gaming

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 signature must be legible.

Unsigned applications will not be processed.

If the application is signed by anyone other than the

taxpayer, the application cannot be processed and is considered invalid unless the application is accompanied by an *Arizona Form 285B, Disclosure Authorization Form*. *Arizona Form 285B* is available on the Arizona Department of Revenue website, www.azdor.gov.

Section 5 - Important Information

Mail the completed and signed application to the:

Arizona Department of Revenue
Collections Administrative Support
ATTN: TCA Process
1600 West Monroe
Phoenix, AZ 85007

Fax the completed and signed application to:

602-542-4771
ATTN: Collections Administrative Support –
TCA Processing.

or deliver the application to:

1600 West Monroe
First Floor Collections
Phoenix, AZ 85007
Telephone: (602) 716-6234

Denied Applications: If your application is denied, a written notice of denial will be sent to you. If any application is denied, you must submit a new application.

Processing: Arizona does not have an expedited process for Tax Clearance Applications. An application for a *Letter of Good Standing* or *Compliance Check* takes **15 business days** to process. An application for dissolution or withdrawal takes **30 business days** to process.

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

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.

Dissolution and Withdrawal: You must have canceled 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.

Other Information:

If your business files a consolidated return, a notarized *Letter of Assumption* must be submitted with your application.

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



Arizona Department of Revenue • Collections Administrative Support

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

Telephone: (602) 716-6234

TAX CLEARANCE APPLICATION

1. Applicant Information:

BUSINESS OR APPLICANT NAME DAYTIME PHONE NO. (with area code)
MAILING ADDRESS
CITY STATE ZIP CODE

2. Tax Clearance Purpose: Check only one box.

CERTIFICATE OF COMPLIANCE FOR DISSOLUTION OR WITHDRAWAL:

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

LETTER OF GOOD STANDING:

- Healthy Forest Certification Residency
Air Carrier Apportionment Sale of Business
Personal Other:
Renewable Energy Tax Incentive

COMPLIANCE CHECK:

- Gaming

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

Corporation Federal Employer I.D. No./Taxpayer I.D. No.
S Corporation
Partnership AZ Transaction Privilege License No.
Tax Exempt Organization
Limited Liability Company AZ Withholding Tax License No.
Limited Liability Partnership
Estate Social Security No.
Trust
Individual
Sole Proprietor

4. Signature

PRINT NAME PRINT SPECIFIC TITLE (Corporate Officer, Partner, Individual)
SIGNATURE DATE

5. Mail application to: Arizona Department of Revenue, Collections Administrative Support, ATTN: TCA Process – 1600 W. Monroe – Phoenix, AZ 85007

Fax application to: 602-542-4771, ATTN: Collections Administrative Support – TCA Processing.

- Be sure to sign the application. Unsigned applications will not be processed.
If your application cannot be approved, you must clear all deficiencies and resubmit an application.
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.