Tax Clearance Application (TCA) Checklist

November 2022

Letter of Good Standing:
All Boxes Must be Checked Prior to Submitting.

☐ Tax Clearance Application (Form 10523) must be completed – Refer to the Tax Clearance Application General Instructions.

☐ Go to AZTaxes.gov and make sure all tax returns and payments have been made.
  - All tax returns must be filed online at AZTaxes.gov.

☐ Tax Clearance Application is signed by a corporate officer who is listed with the Arizona Department of Revenue (ADOR).
  - If TCA is signed by anyone other than an officer listed with ADOR, then attach the Disclosure Authorization Form (Form 285B). Refer to Section 5 of TCA General Instructions (Form 10523)

☐ Tax Clearance Application and supporting documents may be sent to ***tca@ador.gov.***

Dissolution / Withdrawal:
All Boxes Must be Checked Prior to Submitting.

☐ Tax Clearance Application (Form 10523) must be completed.

☐ Go to AZTaxes.gov and make sure all tax returns and payments have been made.
  - All tax returns must be filed online at AZTaxes.gov.

☐ All licenses - Transaction privilege tax and withholding (if any) must be closed.

☐ Final Arizona Corporation Income Tax Return has been filed.
  - If entity files are combined/consolidated, provide a Letter of Assumption – Refer to Section 5 of Tax Clearance Application General Instructions.

☐ Tax Clearance Application is signed by a corporate officer who is listed with ADOR.
  - If TCA is signed by anyone other than an officer listed with ADOR, then attach a Disclosure Authorization Form (Form 285B). Refer to Section 5 of TCA General Instructions (Form 10523).

☐ Tax Clearance Application and supporting documents may be sent to ***tca@ador.gov.***