

**PURPOSE OF FORM**

To apply for *Certificate of Compliance or Letter of Good Standing*.

**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 street 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 sale of a business, personal reason, residency, gaming, healthy forest or motion picture credit, renewable energy tax incentive, 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.

**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 285, General Disclosure/Representation Authorization Form* (power of attorney). *Arizona Form 285* is available on the Arizona Department of Revenue web site, **www.azdor.gov**.

- 1) In your web browser, enter the web site address,
- 2) select "Forms",
- 3) select "Power of Attorney",
- 4) select "285".

**Section 5 - Important Information**

**The department does not accept faxed applications.**

**Mail** the completed and signed application to the:

Arizona Department of Revenue  
Collections Administrative Support  
PO Box 29070  
Phoenix, AZ 85038

**or deliver** the application to:

1600 West Monroe  
First Floor Receptionist  
Phoenix, AZ 85007

**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* takes 15 business days to process. An application for dissolution or withdrawal takes 30 business days to process.

**Status:** The department does not process status requests. Inquire by telephone *only* if you have not received any information for more than 15 or 30 days.

**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.

**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 *Letter of Assumption* must be submitted with your application.



Arizona Department of Revenue • Collections Administrative Support

PO Box 29070 • Phoenix, AZ 85038

Telephone: (602) 716-6234

TAX CLEARANCE APPLICATION

1. Applicant Information:

Form with fields for APPLICANT NAME, DAYTIME PHONE NO., STREET ADDRESS, CITY, STATE, and ZIP CODE.

2. Tax Clearance Purpose: Check only one box.

CERTIFICATE OF COMPLIANCE FOR DISSOLUTION OR WITHDRAWAL:

- Checkboxes for Dissolution of Corporation and Withdrawal from Arizona.

LETTER OF GOOD STANDING:

- Checkboxes for Gaming, Healthy Forest Certification, Motion Picture Production Incentive, Personal, Renewable Energy Tax Incentive, Residency, Sale of Business, and Other.

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

Form with checkboxes for Corporation, S Corporation, Partnership, Tax Exempt Organization, Limited Liability Company, Limited Liability Partnership, Estate, Trust, and Individual, each with associated tax ID fields.

4. Signature

Form with fields for PRINT NAME, PRINT SPECIFIC TITLE, SIGNATURE, and DATE.

5. Mail application to: Arizona Department of Revenue, Collections Administrative Support, PO Box 29070, Phoenix, AZ 85038

- Instructions: Do not fax, Be sure to sign, If not approved, clear deficiencies, and POWER OF ATTORNEY requirements.