



Certificate Request

Type of certificate requested:

Title 15 **Dissolution/Withdrawal** **Good Standing** **Reinstatement** **TCC**

Suspended with SOS To withdraw/dissolve To show taxes are current Suspended with DOR

Verifies that

Necessary to reinstate with SOS
return

Necessary to reinstate final

was filed

Corporation Name _____

Federal ID number _____

Filing combined? Yes___No___ Parent name if applicable _____

Parent FEIN _____

Corporation files as a Limited Liability or Partnership? Yes___No___

Nonprofit? Yes___ No___ Corp must qualify for tax exempt status prior to receiving certificate. (See instructions)

Corporation is: Withdrawing___ Dissolving___ Merging___ Reinstating___

If Merger - Name of Surviving Corporation and FEIN: _____

Our organization will need an Assumption of Liability faxed to: _____

Address for Certificate to be sent:

Name: _____

Address: _____

Phone: _____

_____ Request that the Certificate be sent directly to the Secretary of State.

Please note: In order for the Certificate to be sent directly to the Secretary of State, all necessary paperwork must first be filed with their office;

Date of Request: _____

Signature of Officer: _____

Print Name & Title: _____

Send or fax request to: Montana Department of Revenue

Montana Department of Revenue
Attn: Certificates
PO Box 5805

phone: (406) 444-6900
fax: (406) 444-2900

Helena, MT 59604-5805

For Office Use Only:

Certificate Instructions

To obtain a certificate from the Montana Department of Revenue:

All requests must be in writing and signed by an officer of the corporation or a representative having Power of Attorney. The following information must be supplied:

- Corporation name
- Federal Identification Number
- Parent name and FEIN, if filing on a combined basis in Montana
- Incorporation date and state of incorporation
- Whether corporation is reinstating, withdrawing, dissolving or merging and the applicable date
- Name, address and phone number of a contact person for correspondence

If the filing of tax returns is necessary before a certificate can be issued, please submit copies of these returns along with your certificate request form. This will expedite the process.

If your organization has registered as a non-profit organization with the Secretary of State but has not yet qualified for tax-exempt status with the Department of Revenue, the following information needs to be filed in order for your organization to establish tax-exempt status and to subsequently receive any certificate:

An affidavit stating the purpose of the organization, articles of incorporation, by-laws, financial statements, and a copy of the IRS letter granting federal tax-exempt status if available.

Title 15 Certificate (T-15) – To reinstate the corporation with the Secretary of State, all tax returns must be submitted and all taxes paid prior to issuing a certificate. In the event that there was no activity, the corporation can file an Affidavit of Corporate Inactivity.

Certificate of Reinstatement – If the Department of Revenue, rather than the Secretary of State, suspended your organization, you will need to request a Certificate of Reinstatement as well as a Title-15 Certificate.

Dissolution/Withdrawal Certificate (DWC) – For purposes for voluntary withdrawal or dissolution with the Secretary of State, MCA Section 15-31-552 provides for a DWC. This certificate verifies that the corporation has filed all applicable returns and has paid all taxes owing the state of Montana up to the date of request for dissolution or withdrawal. The corporation remains responsible for the filing of a final return upon its withdrawal or dissolution (see TCC below).

Note: There are no fees charged for any certificate. Upon issuance, your organization will receive an original certificate along with a copy. Both of these certificates must be submitted to the Secretary of State, Business Services Bureau.

Secretary of State
Business Services Bureau
P.O. Box 202801
Helena, MT 59620-2801

Phone (406) 444-3665

Tax Clearance Certificate (TCC) – At the time of final withdrawal or dissolution, the Department of Revenue upon request, will furnish to a corporation a TCC verifying that the corporation has filed all applicable returns and that all taxes have been paid through and including the corporation's final year of existence in Montana. This certificate is not required to be filed with the Secretary of State.

Good Standing Certificate – Upon request by the taxpayer, a Good Standing Certificate is available from the Department which will serve as confirmation that the corporation has filed all returns and paid all taxes. This certificate is not required to be filed with the Secretary of State.