



**CERTIFICATION REQUEST FORM**

**STEP 1 TYPE OR PRINT**

BUSINESS NAME

TAXPAYER IDENTIFICATION NUMBER

NUMBER & STREET ADDRESS

DEPARTMENT IDENTIFICATION NUMBER (DIN)

ADDRESS (CONTINUED)

NH SECRETARY OF STATE IDENTIFICATION NUMBER

CITY / TOWN

STATE

ZIP CODE

COMMUNICATIONS SERVICE TAX REGISTRATION NUMBER

IS CERTIFICATION LETTER TO BE SENT TO NAME & ADDRESS ABOVE?  Yes  No

IF NO, ATTACH A POWER OF ATTORNEY (FORM DP-2848) AUTHORIZING US TO SEND TO ADDRESS OTHER THAN BUSINESS ADDRESS ABOVE.

MEALS & RENTALS TAX LICENSE NUMBER

**Entity Type**  LLC FILING AS:

- PROPRIETOR  CORPORATION  
 PARTNERSHIP  FIDUCIARY

**STEP 2 REQUEST TYPE**

- STATEMENT OF GOOD STANDING  CERTIFICATE OF DISSOLUTION  STATEMENT FOR WITHDRAWAL

**STEP 3 INFORMATION**

1 Date registered with Secretary of State's Office to conduct business in New Hampshire 1

2 (a) Date of last business activity in New Hampshire 2a

(b) If this is a request for Withdrawal or Dissolution, has a final return encompassing the last day of business been filed? If no, attach final return to request, or indicate date final return will be filed.  Yes  No 2b

3 Reason for request:

4 Which taxes have you filed with NH in the past? (Check all that apply and enter 4-digit year)

- Interest and Dividends Tax   Real Estate Transfer Tax   Communications Services Tax   
 Business Taxes   Meals and Rentals Tax   Other

5 If filing as part of Combined Group indicate name and taxpayer identification number of company under which this entity files its NH returns:

TAXPAYER NAME TAXPAYER IDENTIFICATION NUMBER

6 If requesting taxpayer is considered a disregarded entity for federal purposes (SMLLC), indicate name and taxpayer identification number of company under which this entity reports its business activity federally:

TAXPAYER NAME TAXPAYER IDENTIFICATION NUMBER



**CERTIFICATION REQUEST FORM Continued**

**STEP 4 ATTACHMENTS**

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| 1. Is the requesting company dissolving or liquidating? (If yes, see instructions) <input type="checkbox"/> Yes <input type="checkbox"/> No                        |
| 2. For Good Standing requests, see instructions  |
| 3. A non-refundable fee of \$30 made payable to the State of New Hampshire must be included with this request. Requests submitted without the fee shall be denied. |

Please note that the DRA has approximately 60 days to respond for a Dissolution or Withdrawal and approximately 30 days for a Good Standing

**Statement Request Fee**     \$

**STEP 5 SIGNATURE AND TITLE**

\_\_\_\_\_  
 SIGNATURE (IN INK) OF THE CORPORATE OFFICER/PARTNER/MEMBER/PROPRIETOR

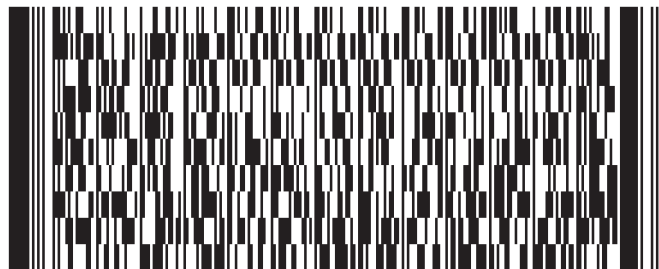
\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PRINT SIGNATORY NAME

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 COMPANY CONTACT NAME

\_\_\_\_\_  
 CONTACT TELEPHONE NUMBER

0df7c7f1-b261-4652-8e53-9020e522ac30

**File online at Granite Tax Connect [www.revenue.nh.gov/gtc](http://www.revenue.nh.gov/gtc) or mail to NHDRA, PO Box 3306, Concord NH 03302-3306.**



**INSTRUCTIONS**

**WHO MUST FILE**

Businesses are required to obtain a Certificate/Statement from the NH Department of Revenue Administration (NH DRA) prior to filing with the NH Secretary of State Corporate Division. This requirement is mandated by law pursuant to RSA 293-A, the NH Business Corporation Act, and RSA 304-C, Limited Liability Companies.

**If not required to file taxes in NH, attach a copy of the *first four pages* of the federal return actually filed with the Internal Revenue Service (IRS) for the period that includes the last date of business in NH.**

**WHAT TO FILE**

Statement of Good Standing: Attach all returns that are due, but have not yet been filed with the NH DRA, including copies of all federal pages as filed with IRS. See Rev 309.02 and Rev 2409.02.

Certificate of Dissolution: If not already filed with NH DRA, attach a final NH Business Enterprise and/or Business Profits Tax return with copies of all federal pages, including forms 4797 and 6252, as filed with the IRS for the period that includes the last date of business in NH. Also, attach copies of: 1) the minutes of the board of directors' meeting authorizing the dissolution; 2) a plan of liquidation; 3) a schedule detailing the distribution of all NH assets; and if a corporation, 4) Federal Form 966. See Rev 309.03 and Rev 2409.03.

Statement for Withdrawal: If required to file taxes in NH and not already filed with NH DRA, attach a final NH Business Enterprise and/or Business Profits Tax return with copies of all federal pages as filed with the IRS for the period that includes the last date of business in NH. Also attach a statement addressing the disposition of all NH assets. If a plan of liquidation has been adopted, attach a copy of Federal Form 966. See Rev 309.04 and 2409.04.

**WHEN TO FILE**

A completed Form AU-22 and the \$30.00 fee should be filed at least 60 days prior to application with the NH Secretary of State Corporate Division to allow for a tax account reconciliation and processing. It is recommended that this request not be submitted before a final return is filed, as a Certificate/Statement cannot be issued until a return encompassing the last business day in NH is filed.

**WHERE TO FILE**

File online at Granite Tax Connect [www.revenue.nh.gov/gtc](http://www.revenue.nh.gov/gtc) or mail to NH DRA, PO Box 3306, Concord, NH 03302-3306.

**NEED HELP?**

Call the Department of Revenue Administration, Taxpayer Services at (603) 230-5920. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.

**NEED FORMS?**

To obtain additional forms you may access our web site at [www.revenue.nh.gov](http://www.revenue.nh.gov) or call the forms line at (603) 230-5001.

**LINE BY LINE INSTRUCTIONS**

**STEP 1: BUSINESS INFORMATION**

Enter the business name, address, company contact name and telephone number. Check "Yes" or "No" as to whether the Certificate/Statement is to be sent to address in Step 1. If no, then Form DP-2848, Power of Attorney, must accompany this form. Form DP-2848 is also required if company contact is not an employee or officer.

Enter the Tax Identification Number (TIN) assigned to the business by the IRS. Enter the NH Department Identification Number (DIN) if one has been assigned. Enter the NH Secretary of State Identification Number. Enter Communications Service Tax Registration Number, if applicable. Enter the Meals & Rentals Tax Operator License Number, if applicable. Check the applicable entity type, and if the business is a limited liability company, check the box.

**STEP 2: REQUEST TYPE**

Check the box indicating the type of Certificate/Statement you are requesting. If requesting more than one original Certificate/Statement, a separate Form AU-22 and fee must be submitted for each additional request.

**Dissolution vs. Withdrawal**: If the requesting company is a domestic corporation or limited liability company, check the "Certificate of Corporation or limited liability company, check the "Certificate of Dissolution" box. If the requesting company is a foreign corporation or limited liability company, check the "Statement for Withdrawal" box.



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**INSTRUCTIONS Continued**

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**STEP 3: INFORMATION**

Line 1 Enter the date the business registered with the Secretary of State's office to do business in New Hampshire.

Line 2(a) Enter the last or most recent day of business activity in New Hampshire.

Line 2(b) A final return encompassing the date of withdrawal or dissolution must be filed. Check the appropriate box to indicate if the final return has been filed. If not, submit your completed final return with this request, or indicate the date of final return will be filed. If a final return has not already been filed or does not accompany this form, your request will be delayed or denied until such time the final return is filed.

Line 3 Provide a complete explanation of the reason(s) for the request.

Line 4 Check the box(es) to indicate all New Hampshire taxes you have filed with the NH DRA. Enter the 4-digit year of the last return that was filed with the NH DRA.

Line 5 Enter the name and TIN of the parent company, if applicable. If not, specify "No Parent" or specify principal NH filer if entity files as a member of combined group.

Line 6 Enter the name and TIN of the federal reporting entity if taxpayer is a Single Member Limited Liability Company (SMLLC).

**STEP 4: ATTACHMENTS**

Line 1 Dissolution or liquidation requests require that you submit a copy of your Federal Form 966 and a copy of the minutes of the meeting held when the decision to dissolve or liquidate was made. Check the appropriate box to indicate that you have included these documents, if applicable.

Line 2 For Good Standing requests: If your business does not meet the minimum filing requirements for NH Business Profits or Business Enterprise Taxes, include copies of pages 1 through 4 of your three most recent federal returns. See RSA 77-A:6 and RSA 77-E:5 for filing requirements.

Line 3 A non-refundable fee of \$30 made payable to the State of New Hampshire must accompany the Form AU-22. Requests submitted without the fee shall be denied.

Please note that the DRA has approximately 60 days to respond for a Dissolution or Withdrawal and approximately 30 days for a Good Standing.

**STEP 5: SIGNATURE AND TITLE**

Signature, in ink of a corporate officer, member, partner or proprietor, the title of that individual and the date of request was signed. If other than the corporate officer, member, partner or proprietor, attach a completed Form DP-2848, Power of Attorney.

**NOTE:**

**The Commissioner's determination is not the result of an audit and issuance of a Statement of Good Standing, Statement for Withdrawal, or Certificate for Dissolution does not preclude audit of the business organization and its returns for any period within the statutory provisions of RSA 21-J:29.**