PRINT FORM CLEAR FIELDS

Tax Clearance Letter Request for Reinstatement

In order to reinstate an entity, the Texas Secretary of State requires evidence that the entity has met certain franchise tax requirements. To provide this evidence, the Comptroller's office issues a Tax Clearance Letter, Form 05-377. This letter must be included as part of the reinstatement filing with the Secretary of State.

Information about other filing requirements with the Secretary of State is online at www.sos.state.tx.us.

Obtaining a Tax Clearance Letter

All franchise tax reports and signed Information Reports through the reinstatement date must be filed. All franchise tax, penalty and interest must be paid.

- If all required reports and payments are already on file, complete and return this request.

OR

- If all required reports and payments are not on file, send any missing reports and payments along with this request.

Taxpayer name	11-digit Texas taxpayer number

Select how the Tax Clearance Letter should be sent. Please note that requests are processed in the order received, regardless of the format you select.

Please select only one:

☐ Mail Recipient: _____

Street: _____

City, state and ZIP code: _____

☐ PDF Email address: _____

☐ FAX FAX number *(Area code and number)*: _____

Mail this request and all missing reports and/or payments to:

Comptroller of Public Accounts
P.O. Box 149348
Austin, TX 78714-9348

Requestor name *(Type or print.)*	Telephone number and extension
sign here ▶	Date

FOR ASSISTANCE: Franchise tax information is available online at www.comptroller.texas.gov/taxes/franchise/. For additional assistance, call 1-800-252-1381.

You have certain rights *under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or phone number listed on this form.*