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COMMISSIONER

STATE OF NORTH DAKOTA

OFFICE OF STATE TAX COMMISSIONER

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Procedure for obtaining a renaissance zone certificate of good standing—state taxes only

In its document *North Dakota Renaissance Zone Program*, the North Dakota Commerce Department's Division of Community Services requires evidence that the applicant for a renaissance zone project is current on state and local taxes. For state tax purposes only, this is satisfied by obtaining a renaissance zone certificate of good standing from the North Dakota Office of State Tax Commissioner. To obtain this certificate, submit a written request containing the following information:

1. Include the following statement in the request: "Request for a certificate of good standing for purposes of N.D.C.C. ch. 40-63, Renaissance Zones."
2. Name of zone project applicant. If applicant is a business operated as a sole proprietorship, provide the name of the business and the individual owner.
3. Type of tax entity. Indicate whether the applicant is an individual, sole proprietorship, corporation, partnership, limited liability company, etc. If applicant is a corporation, indicate whether it has elected to be a subchapter S corporation for federal income tax purposes.
4. Applicant's mailing address.
5. Applicant's social security number or federal employer identification number (FEIN). If applicant is a sole proprietorship, provide the social security number of the individual owner and, if there is one, the FEIN of the business. If applicant is a new business and a federal employer identification number is pending from the Internal Revenue Service, indicate this in the request.
6. If applicant is a business, indicate whether it is an existing business or a newly created business?
7. If applicant is a business, briefly describe its principal business activity?
8. If the applicant is a partnership, subchapter S corporation, limited liability company treated like a partnership, or other type of passthrough entity for federal income tax purposes, provide the name, mailing address, and social security number or FEIN each of the entity's owners.
9. Is the applicant subject to North Dakota's sales tax law—that is, does (or will) applicant sell tangible personal property or services for which North Dakota sales tax must be collected from the customer? If yes, has applicant obtained a North Dakota sales tax permit?
10. Is the applicant subject to North Dakota's income tax withholding law—that is, does (or will) applicant have employees for whom the applicant must withhold North Dakota income tax from their wages? If yes, has applicant registered for North Dakota income tax withholding?
11. Applicant's signature.

Important: Due to the confidentiality provisions under North Dakota tax law, the certificate of good standing may only be sent to the applicant or a representative designated by the applicant on North Dakota Form 500.

Mail request to: Attn Joseph Becker
Office of State Tax Commissioner
600 East Boulevard Avenue, Dept. 127
Bismarck ND 58505-0599

Or fax request to: Attn Joseph Becker at 701.328.1942