

**FORM TSD-10**

Effective Date: 1/1/2007

**Georgia Department of Revenue  
Taxpayer Services Division  
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Atlanta, GA 30345  
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**FOR OFFICE USE ONLY**

SUT \_\_\_ W/H \_\_\_ Corp \_\_\_

**APPLICATION FOR TAX CLEARANCE CERTIFICATE**

**General Information**

- This form should only be used to request a clearance certificate for sales tax, income tax withholding, corporate income, net worth tax, income tax, and exempt organization UBIT.
- This form will not be processed until all returns are filed and balances due are paid in full (including penalty and interest, if applicable).
- Allow at least ten business days for processing of this form.
- Mail, fax or email your completed form (and any applicable attachments) or questions to the applicable address or fax listed above.
- If you are completing this form because you are selling or have sold your business assets, stock of goods or equipment, or have quit the business, attach a copy of the sales contract and financing agreement, if any.
- Exempt organizations: Attach IRS determination letter, latest relevant exempt organization return, and Form 600-T (if required).

**Step 1: Identify yourself or your business**

_____ Name	_____ Georgia State Tax Identifier No.
_____ Doing business as	_____ Georgia Sales Tax Registration No. (if applicable)
_____ Street address	_____ Georgia Withholding Tax Account No. (if applicable)
_____ City, state, ZIP	_____ Social Security Number (if applicable)
_____ Telephone No.	_____ Date business started in Georgia:
_____ Federal Employer Identification No	Do you make retail sales in Georgia? <input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>
	Do you maintain an office in Georgia? <input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>
	Do you have employees in Georgia? <input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>

**Step 2: Check the taxes for which you are requesting tax clearance**

Sales and use tax  Income tax withholding  Corporate income tax  Corporate net worth tax  Tax exempt organization and Unrelated Business Income Tax

**Step 3: Check the reason for which you are requesting tax clearance**

Real estate transaction  Selling business assets (see step 4)  Other  \_\_\_\_\_

**Step 4: Provide the following data if you are selling your business assets or otherwise quitting your business:**

_____ Purchasers name	_____ Date business was sold or is to be sold:
_____ Purchasers address	_____ Selling price of business:
_____ City State ZIP	<b>Terms of sale:</b> Cash sale <input type="checkbox"/> Contract sale <input type="checkbox"/> Conventional financing <input type="checkbox"/>
_____ Purchaser's federal employer identification number	Other <input type="checkbox"/> _____
_____ Purchaser's Georgia State Tax Identifier No. (if any)	<b>Disclosure Authorization:</b> Check this box <input type="checkbox"/> if you authorize the Department to send this tax clearance certificate to the purchaser listed in Step 4.

**Step 5: Sign below.**

An owner or officer of the business requesting the tax clearance must complete this step. If you have been appointed as power of attorney for the taxpayer, you must attach a copy of your power of attorney (Form RD-1061) that specifically states your authorization to request this tax clearance and receive all related correspondence from the Georgia Department of Revenue.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Print or type name Signature of Notary Date NOTARY SEAL