



# Tax Clearance Letter Request for Reinstatement

In order to reinstate an entity, the Texas Secretary of State requires evidence that the entity has met all 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](http://www.sos.state.tx.us).

## Obtaining a Tax Clearance Letter

All required 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, you may request a tax clearance letter using Webfile, or you may complete and return this request.

**OR**

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

Check this box to verify that the entity's annualized total revenue was at or below the no tax due threshold for any annual reports due on or after Jan. 1, 2024, for which the entity only filed a Public Information Report or an Ownership Information Report.

|               |  |  |  |  |  |  |  |  |  |  |  |
|---------------|--|--|--|--|--|--|--|--|--|--|--|
| Taxpayer name | 11-digit Texas taxpayer number   |  |  |  |  |  |  |  |  |  |  |
|               | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> <td style="width: 10%; height: 15px;"> </td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |
|               |  |  |  |  |  |  |  |  |  |  |  |

Select how the Tax Clearance Letter should be sent. Please note that we process requests 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): \_\_\_\_\_

|   |   |
|---|---|
| Your name <i>(Please type or print)</i>   | Phone number and extension  |
| Authorized agent<br>  |   |
| Visit us online at <a href="http://www.comptroller.texas.gov/taxes/franchise">www.comptroller.texas.gov/taxes/franchise</a> .<br>Visit <a href="http://www.comptroller.texas.gov/about/contact">www.comptroller.texas.gov/about/contact</a> for locations and phone numbers.  | Mail to: Comptroller of Public Accounts<br>P.O. Box 149348<br>Austin, TX 78714-9348 |
| <i>Under Ch. 559, Government Code, you are entitled to review, request and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact us at the address listed on this form.</i> |   |