

Tax Compliance Certification Information

How to Request a Tax Compliance Certificate

To request a Tax Compliance Certificate visit [Revenue Online](#).

How to Ensure no Delay for the Processing of your Application, Consider the Following:

- If the request for a certification is for a business entity, the applicant must be an officer or owner.
 - Officers applying for a certificate need to check the owner checkbox.
- Social Security numbers (SSNs) are used to validate the applicant. Failure to provide an SSN will delay or prevent the certification process.
- If you anticipate having employees in the next 12 months.
 - Businesses will need to have a business identification number (BIN) before the Department of Revenue (department) can run a compliance check.
 - To apply for a BIN please [go here](#).
- Delinquent accounts:
 - You may make payment on [Revenue Online](#); it may take three business days to process your payment, and the department cannot grant certification until payment has posted.
 - In-person payments can be made at all department field offices. Cash payments can be made at the Salem office.
- Each business entity seeking a tax compliance certification will need to apply separately for each entity that is required to provide a certificate by a licensing/contract agency.

If you are an Employee who is Required to Complete a Tax Compliance Certification for your Employer, Include:

- Your name.
- Your SSN.
- Your address.
- Check the employee checkbox.
- Sign and date the application form.

For [Paper Applications](#):

- “Unable to process” will be written on part 2 of the form if:
 - The form is incomplete (e.g., SSN not provided, no agency listed on the authorization section).
 - Department records do not show the applicant is an owner or officer of the business.
- If the request for a certification is for a business entity, the applicant must be an officer or owner and must sign the application.
 - Officers applying for a certificate need to check the owner checkbox.
 - Applicant name on top of the form needs to match the signature name.