

APPENDIX D

CERTIFICATE OF GOOD STANDING



STATE OF MARYLAND GOOD STANDING CERTIFICATE REQUEST

To request a Good Standing Certificate, please provide us with the following information: (complete each field)

1. Requestor	
2. Street Address	
3. Telephone Number	
4. E-mail Address	

Send completed form and documentation to: State of Maryland, Comptroller of Maryland, Good Standing Certificate, General Accounting Division, Room 201, P.O. Box 746, Annapolis, Maryland 21404-0746 or fax the form to 410-974-2309. If you have any questions, contact the General Accounting Division at 410-260-7813, option 7 or toll free at 888-784-0144, option 7.

5. Corporation Full Name			
6. Corporation Principle Address			
7. Employer Identification Number or Social Security Number			
8. Date of Incorporation			
9. Does the Corporation have Employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(complete 10) (skip to 11)</small>	10. Unemployment Insurance Number	
11. Name of the State where the Company is Incorporated			
12. Foreign Corporation	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(complete 13) (skip to 14)</small>	13. Date the Corporation Qualified in Maryland:	

14. Method of Return **Note: E-mail is NOT available.*

Messenger/Pick Up – Phone number to call when ready: Same as #3 or _____

Regular Mail to: Same as #2

Same as #5

Other: _____

Fax to: _____

I authorize the Comptroller to use the information contained in this request form to generate a certificate and attest the information provided is accurate.
 Signature: _____

ADMINISTRATIVE USE ONLY

Request #: _____

Date Request Received: _____ Employee initials: _____

Date Certificate Issued: _____ Employee initials: _____

**STATE OF MARYLAND
GOOD STANDING CERTIFICATE REQUEST
INSTRUCTION SHEET**

Purpose:

We issue Certificates of Good Standing to prove that a corporation is authorized to transact business in Maryland and all fees, taxes, and penalties owed to Maryland are paid. Good Standing Certificates can be useful when a company is about to be sold and a potential buyer needs proof that the company has made state tax payments and is up-to-date.

Who will use the form?

Anyone who needs to certify they are in good standing with the State.

Routing and General Instructions:

Complete the form and send to Vendor Services in the General Accounting Division:

Mailing Address:
General Accounting Division
Good Standing Certificate
Administrative Services
P.O. Box 746
Annapolis, Maryland 21404

Alternative routing options: Fax to 410-974-2309.

Processing:

Allow 3-5 business days for processing. If urgent, please email GADCSC@comp.state.md.us with details, including the reason for the urgency.

Questions: Email to GADCSC@comp.state.md.us or call 410-260-7813, Option 7.