

**REINSTATEMENT DIRECTIONS
ALL ENTITIES**

The following steps must be taken to reinstate your corporation or limited liability company when it has been administratively dissolved or revoked. Please direct any questions to our information line at (317) 232-6576 or visit our website at www.in.gov/sos.

STEP 1: Obtain a Certificate of Clearance from the Indiana Department of Revenue by completing either the AD-19 Affidavit for Reinstatement of Domestic Corporation for Indiana entities or the AD-19(2) Affidavit for Reinstatement of Foreign Corporation for out-of-state entities and by completing the ROC-1 Correct / Change of Responsible Officer Information form. Foreign (out of state) entities are also required to submit a certificate of existence issued within the last sixty (60) days by the proper authority in the state where they originally incorporated.

This must be completed before anything may be submitted to the Secretary of State's office.

You may either MAIL or DROP OFF the Reinstatement Affidavit and Responsible Officer Information forms to the Indiana Department of Revenue.

Mailing Address

Indiana Department of Revenue
PO Box 6197
Indianapolis, Indiana 46206
(317) 233-4015 Option 6

Drop off Address

Indiana Department of Revenue
100 N. Senate Avenue
Room N-105
Indianapolis, Indiana 46204

The name of the corporation or limited liability company on the Application for Reinstatement (State Form 4160), Affidavit for Reinstatement (State Form 49514 or 49707) and the Certificate of Clearance must be **identical** to the name on the records of our office, as provided on the original Articles of Incorporation or Organization or on the original Certificate of Authority

STEP 2: Wait for the Certificate of Clearance to be mailed to you by the Department of Revenue.

- Please allow at least four (4) weeks for processing.

STEP 3: Complete the Application for Reinstatement (State Form 4160).

STEP 4: Complete the Business Entity Report (State Form 48725) and pay the filing fees for all the years owed. **It is not necessary to complete separate forms for each filing year**, as long as the filing fee for each year owed is paid and the **most current** information is provided.

- All sections must be completed on both documents.
- A signature is required on both documents.

To determine the amount due, please call (317) 232-6576 or visit www.IN.gov/sos.

STEP 5: Mail or hand deliver **ALL** of the following items together:

- 1) Certificate of Clearance from the Indiana Department of Revenue
- 2) Application for Reinstatement (State Form 4160)
- 3) Business Entity Report (State Form 48725)
- 4) Out of state (foreign) entities must submit a certificate of existence issued within the last sixty (60) days by the proper authority in the state where they originally incorporated
- 5) A check or money order payable to the Secretary of State for the filing fees to the following address:
Secretary of State, Business Services Division
302 W. Washington Street, Room E-018
Indianapolis, Indiana 46204
 - **Filing fees** – The filing fees consists of all fees owed for Business Entity Reports plus the reinstatement fee of \$30.00.
 - For help determining the correct fees, call the information line at (317) 232-6576.
 - Visit our website at www.IN.gov/sos for answers to your questions.

- Do not mail anything to the Secretary of State until you have obtained the Certificate of Clearance from the Indiana Department of Revenue.
- All four items listed in step 5 must be mailed TOGETHER.
- Do not send cash.
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