

# Appendix F

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF TAX AND REVENUE



## Certificate of Good Standing Request

Date: \_\_\_\_\_

Office of Tax and Revenue  
Collection Division  
941 North Capitol Street, NE  
Washington, DC 20002

Attn: A. Brown, 5<sup>th</sup> Floor

I am hereby requesting a **Certificate of Good Standing** for the following entity:

Entity/Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Professional License # \_\_\_\_\_

FEIN / SSN \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Certificates of Good Standing take approximately 7-14 days to process. We will contact you upon completion of your request. If this is a third-party request, please furnish copies of the Power of Attorney. Call (202) 442-6593 for additional information. You may also fax your request form to the attention of A. Brown at (202) 442-6885.

Fee: \$15.00 for pick-up (Customer Service Center, 941 North Capitol Street, NE, 1<sup>st</sup> floor)  
\$16.00 for mail delivery