

## REINSTATEMENT INSTRUCTIONS FOR DOMESTIC LLC/CORPORATION

### Step #1

Please obtain a Title 15 Tax Certificate from the Montana Department of Revenue stating all taxes imposed pursuant to Title 15 have been paid. You can apply on their website or call them for a paper application form. **NOTE:** If you are a sole member LLC and have elected not to be taxed as a corporation, you do not need to get the Title 15 Certificate for your reinstatement.

You can apply for the certificates at <https://tap.dor.mt.gov> . Click on “Apply for Tax Certificate” under the “Business” heading. Please do **not** submit the Department of Revenue’s paper application to us at the Secretary of State’s Office. It needs to be sent to the Department of Revenue. Their address is listed on the bottom of **their** application.

If you have questions about their form, you may call the Department of Revenue at (406) 444-6900.

\*\*\*You will need to **hold off filing your Secretary of State documents** until you obtain the signed tax certificate from the Montana Department of Revenue.

### Step #2

To file your Reinstatement documents via Montana Secretary of State’s ePass account, note that this can be a 2 day process. First you need to create your ePass account if you haven’t already. [click here](#)

Once you login, you will come to the Dashboard. To get your business name to show up on your new Dashboard, you will need to request authority. [click here](#)

After the authority is granted,

- Click on the Business Name showing on the Dashboard under the “My Businesses” tab
- Click on the “Maintain” tab
- Choose “Reinstatement”
- Enter the info, upload the **signed** copy of the Title 15 Certificate you got in the mail from Montana Department of Revenue.
- Electronically sign the document by checking the affirmation statements and listing your name and position.
- Click the Submit button at bottom of the review page
- Enter credit card info.

**Then** it will come to our Dashboard for review. Once you get the approval email back from us, then you have 1 business day to file all the missing annual reports.

- You will login to your ePass Account. [click here](#)
- Click on the Business Name
- Click on the tab titled “File my Annual Report”

- Review, make changes as needed, then Submit
- Enter Payment info.
- Repeat this process to file any subsequent annual report(s) including the present year. You will pay for each report separately.

**IF YOU HAD ASSUMED BUSINESS NAME(S) LINKED TO YOUR LLC/CORP:**

Once your LLC/Corporation is back to the status of Active & Good Standing, you may go back to your ePass Dashboard and Register Assumed Business Name(s) that were in existence before the LLC/Corporation was placed Involuntarily Dissolved. You re-establish the link to your LLC (parent company) by listing the LLC/Corporation as the applicant. If you didn't have any Assumed Business Names before, then ignore this paragraph.

Feel free to call Montana Secretary of State's help line if you have questions along the way.  
406-444-3665