



New Mexico
Secretary of State

325 Don Gaspar, Suite 300 · Santa Fe, NM 87501
(800) 477-3632 · www.sos.state.nm.us

DOMESTIC NONPROFIT DISSOLUTION

SECRETARY OF STATE
CORPORATIONS BUREAU
CHARTERED DOCUMENTS DIVISION
325 DON GASPAR, SUITE 300
SANTA FE, NEW MEXICO 87501
(800) 477-3632

REQUIREMENTS FOR DISSOLUTION OF A NONPROFIT CORPORATION
(53-8-47 TO 53-8-52 NMSA 1978)

FILING FEES: Articles of Dissolution, \$10 (submit a signed original, together with a duplicate copy which may be either signed or photocopied; the duplicate copy and a Certificate of Dissolution will be returned for the corporation's records). *The following fees apply only if you want an additional copy or copies to be certified: \$10* per certified copy; if you do not provide the extra copy, a reproduction fee of **\$1** per page, minimum **\$5** is charged in addition to the \$10 certification fee. Payment of fees must be made by **check or money order**, made payable to the New Mexico Secretary of State. The New Mexico Secretary of State does **not** accept cash payment for any fees.

FILING PROCEDURE: A nonprofit corporation may dissolve and wind up its affairs in accordance with sections 53-8-47 (Voluntary Dissolution), 53-8-48 (Distribution of Assets) and 53-8-49 (Plan of Distribution). A **request for clearance for dissolution** must be submitted to the Secretary of State Report Compliance Division at the above letterhead address (*request form for this clearance is enclosed in this packet*). Upon completion of voluntary dissolution proceedings, and upon issuance of the SOS clearance for dissolution, the corporation shall file with the Secretary of State: **(1) the signed original of the Articles of Dissolution, together with a duplicate copy** which may be either signed or photocopied; **(2) the SOS clearance for dissolution;** and **(3) \$10** filing fee. If the Secretary of State determines that the documents delivered for filing conform with the provisions of the Nonprofit Corporation Act, it shall, when all required filing fees have been paid, retain the signed original in the files of the Secretary of State and return the duplicate together with a Certificate of Dissolution.

EXECUTION OF DOCUMENTS: The Articles of Dissolution must be executed (signed) by two authorized officers of the corporation.

NOTE: Please refer to the New Mexico Nonprofit Corporation Act (53-8-1 to 53-8-99, NMSA 1978) for the complete statutes governing a nonprofit corporation. A copy of the statutes can be obtained from this office at your request. The Corporations Bureau can only act in an administrative capacity. We cannot offer you legal advice or opinion on your particular filing. We recommend that you consult with your own attorney and accountant if you have any legal questions concerning your corporation.

INCLUDED IN THIS PACKET ARE INSTRUCTIONS FOR COMPLETING OUR FORMS. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.

Please visit our website at: www.sos.state.nm.us



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SECRETARY OF STATE

APPLICATION FOR TAX CLEARANCE FOR DISSOLUTION/WITHDRAWAL

*****INFORMATION MUST BE LEGIBLE*****

DATE: _____

RE: _____
(PRINT EXACT CORPORATE NAME AS REGISTERED WITH OUR OFFICE)

NM CORP # _____ TAXATION & REVENUE ID _____

SUBJECT: TAX CLEARANCE REQUEST FOR DISSOLUTION/WITHDRAWAL

THIS CORPORATION IS IN THE PROCESS OF DISSOLVING/WITHDRAWING FROM THE STATE OF NEW MEXICO AND IS REQUESTING TAX CLEARANCE.

FINAL DAY OF BUSINESS: **Month** _____ **Day** _____ **Year** _____.

NOTE: THE CORPORATION CANNOT BE ISSUED A TAX CLEARANCE FOR A FUTURE DATE OR IF IT IS DELINQUENT IN FILING REPORTS AND/OR PAYING FEES DUE. ALSO, A FINAL REPORT MAY BE REQUIRED THROUGH THE FINAL DAY OF BUSINESS. YOU WILL BE ADVISED ACCORDINGLY.

SIGNATURE OF OFFICER OR AUTHORIZED AGENT

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: (____) _____

MAIL TO:
SECRETARY OF STATE
TAX COMPLIANCE DIVISION
325 DON GASPAR, SUITE 300
SANTA FE, NM 87501
PHONE: (800) 477-3632

DOCUMENTS MUST BE TYPED OR PRINTED LEGIBLY

Instructions For Completing Form DNP-DV (Articles of Dissolution)

Article One: Enter the complete name of the corporation, and the NM CORP # (charter ID number found on the Certificate of Incorporation).

Article Two: Select the appropriate statement indicating the action by which the resolution to dissolve was adopted, and enter the date of the meeting required in the statement selected.

Article Three: Select the appropriate statement, and attach a copy of the plan of distribution, if applicable.

Article Four: These statements are required to be set forth in the Articles of Dissolution. By signing this document, the corporation is affirming these statements.

Date and Execution: Enter the date the document was executed (signed). In the blank provided, enter the name of the corporation. The Articles of Dissolution must be signed by two authorized officers of the corporation.

NOTE: Attach the Secretary of State clearance for dissolution to the Articles of Dissolution.