

Certificate of Formation - Long Form

PREVIEW

1. After selection of a corporate name, the next step in forming a corporation is to prepare the Certificate of Formation.
2. The Texas Business Corporation Code (BOC) sections 3.005 through 3.007 sets forth the minimal information that must be contained in the Certificate which must then be signed by the Organizers.
 - a. See titles 1 and 2 of the Texas Business Corporations Code (BOC) for general information about profit corporations; see Title 1 Chapter 3, subchapter A of the BOC for the required provisions for the Certificate of Formation. Note the form used to be called Articles of Incorporation; that term has been replaced with the passage of the BOC which became effective 1/1/06.
3. The document used to form a corporation in Texas is the Certificate of Formation formerly known as articles of incorporation.
 - a. If the corporation is a profit as opposed to a non profit corporation, the same is governed by titles 1 and 2 of the Texas Business Organizations Code (BOC).
 - b. See title 1, chapter 3, subchapter A, of the BOC; it sets forth the provisions required or permitted to be contained in the certificate of formation.
4. The Texas secretary of state's office does not require the corporation to list the corporation's business or street address in the certificate of formation, note that other states require the address in the articles of incorporation or certificate of formation.
 - a. If the address is listed in the certificate and the corporation changes its address, the corporation may have to amend its certificate to reflect the change of address.
5. Major decisions that must be made before the filing of Certificate of Formation are:
 - a. The name of the corporation. The attorney should check with the Secretary of State's office to ascertain if the desired corporate name is available.
 - b. The duration. A corporation may exist perpetually unless its duration is provided for otherwise in the certificate of formation, see BOC section 3.003.
 - c. The purpose clause unless there is some reason to the contrary, a clause authorizing the "transaction of any and all lawful business" is preferred. In addition, a specific purpose clause identifying the business proposed to be done is recommended. Not only does such a provision "customize" the Certificate but it also removes any question as to whether the named purpose is contemplated.

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d. The authorized, aggregate number of shares and their par value. It is usually best to authorize more shares than will be initially issued to avoid the necessity of later amendments.

PREVIEW

Par value is usually a contrived concept. The Certificate of Formation must specify whether shares have a par value or are without a par value. If shares are to have a par value, the Certificate must specify the chosen value. Par value is the minimum price to be paid for shares purchased from the corporation.

To the extent the corporation does not actually receive the par value of each share issued, the "underpaid" shares are assessable for the difference by the corporation or its creditors. Shares without par value or with low (1 cent or 10 cent or \$1) par value are recommended, to allow the maximum flexibility in setting the offering price. Shares can be issued (and usually are) for more than par value. Where the issue price is above par value, the shares so issued are assessable until all of the issue price (not just the par value) has been received.

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e. The registered agent which may be an individual or an entity such as a corporation or a foreign entity that is registered to do business in Texas. The registered agent cannot be the corporation being incorporated- the corporation cannot be its own registered agent.

f. The street address of the initial registered office, which must be the business office of the designated registered agent where service of process may be personally served on the entity's registered agent during normal business hours and the name of the initial registered agent.

The registered office is the official "address" at which a representative of the corporation, the registered agent, can be reached. The state generally sends all official communications (for example, franchise tax report forms) to the registered agent. The registered agent is also the person authorized to receive service of process upon the corporation. See section 5.201 of the BOC for statutory references. Do not use a post office box or other service where personal service cannot be obtained.

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The registered office is not required to be the entity's principal place of business.

If the registered agent or office address changes, file a change of address with the secretary of state's office. File the change within 30 days of the new agent's appointment or move to then new address. Failure to maintain a registered agent and office may result in the involuntary termination of the corporation.

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The penalty for the failure to timely file a statement of change of registered office or registered agent with the secretary of state is set forth in BOC section 21.802.

g. The number of initial directors and their respective names and addresses. There must be at least one director. A director must be a natural person and not a corporation or trust. The director does not have to be a Texas resident. The number of directors can be changed after incorporation in the manner provided in the bylaws.

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h. The Certificate of Formation is signed by an organizer, formally called the incorporator. The organizer does not have to be a Texas resident. The organizer may be an individual over 18 years of age or another corporation or entity. There must be at least one Organizer, and the Organizer must sign the Certificate. Usually the attorney for purposes of convenience acts as the Organizer. The Texas Business Corporation Code (BOC) section 3.004 sets forth requirements for the organizer.

i. A provision regarding preemptive rights. Effective September 1, 2003, Texas law defaults to a denial of pre-emptive rights, consequently the certificate of formation should state whether or not pre-emptive rights are given or denied.

Preemptive rights in effect grant existing shareholders of a corporation the right to purchase any additional shares issued by the corporation. The rights are equivalent to a "right-of-first-refusal." Without such rights, a shareholder may find his percentage of ownership involuntarily diluted by a majority of the board. In closely held corporations, preemptive rights are important in protecting minority shareholders. In large publicly held corporations, preemptive rights are impractical and are customarily denied.

Without a compelling reason to the contrary, most attorneys deny preemptive rights.

j. A provision granting or denying cumulative voting in the election of directors.

"Cumulative voting" makes minority representation on the board of directors more likely by allowing a minority shareholder to cast as many votes as the number of shares he or she owns multiplied by the number of positions to be filled, and to distribute his or her votes among as many (or as few) candidates as he or she wishes. With "straight" or "non-cumulative" voting, a majority of shares could elect all directors. Effective September 1, 2003, Texas law defaults to a denial of cumulative voting.

k. Tax considerations:

1. The corporation must comply with federal income tax laws, file income tax returns, etc and obtain a federal employer identification number EIN. Call 800.829.3676 or visit the IRS website at www.irs.gov for more information.

m. Texas corporations are subject to the Texas Franchise tax. Contact the Texas Comptroller of Public Accounts for questions or assistance with franchise tax issues. Call 800.252.1381.

n. A provision for indemnification of officers and directors and for insurance for such indemnification.

o. Provisions electing statutory "close corporation" status and shareholder management or any other provisions which may be regulated by shareholder agreement in a statutory close corporation.

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The standard form of Certificate of Formation may be used for a simple corporation. It includes the name of the corporation, duration, purpose, capitalization, stock structure (common stock only), preemptive rights, cumulative voting prohibition, issuance of stock, name and address of registered office and agent, number of directors, and name of the Organizer.

6. The initial capitalization of \$1000 has been eliminated in the statutes.
7. The filing fee for forming a new corporation is \$300.
8. The form, if mailed must be submitted in duplicate along with the filing fee.
 - a. The form may be mailed to P.O. Box 13697, Austin, Texas 78711-3697; faxed to (512) 463-5709; or delivered in person to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701.
 - b. If a document is transmitted by fax, credit card information must accompany the transmission.
 - c. On filing the document, the secretary of state will return the appropriate evidence of filing to the submitter together with a file-stamped copy of the document, if a duplicate copy was provided as instructed.
9. The organizer must sign the certificate.
 - a. A person commits an offense under section 4.008 of the BGC if the person signs or directs the filing of a filing instrument the person knows is materially false with the intent that the instrument be delivered to the secretary of state for filing. The offense is a Class A misdemeanor unless the person's intent is to harm or defraud another, in which case the offense is a state jail felony.
 - b. Certificate of Formation no longer require the Organizer's signature to be notarized.

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PREVIEW

CERTIFICATE OF FORMATION FOR -PROFIT CORPORATION [CORPORATION'S NAME]	This space reserved for SOS office use
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1. NAME

1.1 The entity being formed is a for profit corporation. The name of the corporation is [Corporation's Name]. The name must contain one of the following: Company, Corporation, Incorporated or an abbreviation of the words i.e. Inc. or Co.].

2. DURATION

2.1 The period its duration is perpetual [or such other duration such as a stated number of years].

3. PURPOSES

3.1 The purpose or purposes for which the corporation is organized are for the transaction of any or all lawful business which corporations may engage in under the laws of Texas including but not limited to the following:

- a. To carry on any business or any other legal or lawful activity to that the Board of Directors may decide.
- b. To acquire, own, use, convey and otherwise dispose of and deal in real property or any interest therein.
- c. To manufacture, buy, sell and generally deal in goods, wares and merchandise of every class and description, both real and personal and tangible.
- d. To buy, rent, sell, manufacture, produce, assemble, distribute, repair and service any and all products or services in which the company desires to engage.
- e. To do such other things as are incidental to the foregoing or desirable in order to accomplish the purpose for which the corporation was formed.
- f. To have and exercise all rights and powers that are now or may hereafter be granted to a corporation by law.

3.2 The foregoing shall be construed as objects, purposes and powers, and enumeration thereof shall not be held to limit or restrict in any manner the powers hereafter conferred on this corporation by the laws of the State of Texas.

3.3 The corporation may in its bylaws confer powers, not in conflict with law, upon its directors in addition to the foregoing and in addition to the powers and authorities expressly conferred upon them by statute.

4. AUTHORIZED SHARES

4.1 The corporation shall have authority to issue two (2) classes of shares, to be designated respectively, "preferred" and "common."

4.2 The total number of shares which the corporation is authorized to issue is [number] shares.

4.3 The number of preferred shares authorized is [number] shares without par value. The number of common shares authorized is [number] shares, which shares are also without par value.

4.4 All voting rights shall be vested in holders of common stock; at the election of directors, each common stockholder may vote in person or by proxy for as many persons as there are directors to be elected.

a. The preferences, privileges, restrictions and rights granted to or imposed on the respective series of shares are as follows:

4.5 The preferred shares authorized by these Certificate of Formation may be issued from time to time in series. The shares of each such series shall be subject to the provisions of this article and additional provisions with respect to each such series as shall be fixed by the board of directors.

4.6 All preferred shares of each series shall be of equal rank and identical, except as fixed by the board of directors as provided in this paragraph. Each share of each series shall be identical in all respects with the other shares of such series, except the date from which dividends thereon shall be cumulative, if such dividends are cumulative. The board of directors is hereby authorized and required to fix, in the manner and to the full extent provided and permitted by law, all provisions of the shares of each series and otherwise set forth in these Certificate and insofar as such provisions shall not be inconsistent with the provisions of this paragraph applicable to all series of the preferred shares, but not limited to:

a. The distinctive designation of all series and the number of shares which shall constitute such series, which number may be increased (except where otherwise provided by the board of directors in its resolution creating such series) or decreased (but not below the number of shares then outstanding) from time to time by resolution of the board of directors;

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b. The annual rate of dividends payable on the shares of all series, the date from which dividends shall be cumulative on all shares of any series issued prior to the record date for the first dividend on shares of such series and the dividend rights applicable to the shares of all series;

c. The redemption price or prices, if any, for the shares of each, any or all series;

d. The obligation, if any, of the corporation to maintain a sinking fund for the periodic redemption of shares of any series and to apply the sinking fund to the redemption of such shares;

e. The amount payable on shares of each series in the event of any voluntary liquidation, dissolution or winding up of the affairs of the corporation;

f. The right, if any, of the holders of shares of each series to convert such shares into common shares and the terms and conditions of such conversion; and,

g. Any voting rights in respect of matters other than those for which voting rights are specifically provided herein, and any other preferences, and relative, participation, optional, or any other special rights, qualifications limitations, or restrictions.

4.7 Preference.

a. The holders of the preferred shares of each series, in preference to the holders of the common shares, shall be entitled to receive dividends out of any funds legally available therefore as and when declared by the board of directors at the rate for such series as fixed in accordance with the provisions of this document payable semiannually on the last day of December and June, respectively, in each year, with respect to the semiannual period ending on such respective payment date, except that the first dividend on such initial issue of any series of preferred shares shall be payable on the semiannual dividend payment date next succeeding the expiration of 180 days after the date any shares of such series are issued.

b. No dividend shall be paid on, or declared or set apart for, any share of preferred shares for any semiannual dividend period unless at the same time a like, proportionate dividend for the same semiannual dividend period, ratably in proportion to the respective annual dividend rates fixed therefore, shall be paid on, or declared and set apart for, all preferred shares of all series then issued and outstanding and entitled to receive such dividend.

c. In no event, so long as any preferred shares shall be outstanding, shall any dividend, whether in cash or property, be paid or declared, nor shall any distribution be made on any of the common shares, nor shall any common shares be purchased or otherwise acquired for value by the corporation, unless and until all dividends on the preferred shares of all series for all past semiannual dividend periods and for the then current semiannual period shall have been paid or declared and a sum sufficient for the payment thereof set apart, and unless the corporation shall not be in default with respect to any of its obligations for any period with respect to the sinking fund, if any, to be used for the redemption of any series of preferred shares. The

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foregoing provisions of this subparagraph shall however, not prohibit a dividend on common shares in exchange for, or through application of the proceeds of the sale of common shares.

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4.8 Voluntary dissolution.

a. In the event of any voluntary dissolution, liquidation or winding up of the affairs of the corporation, then, before any distribution or payment shall be made to the holders of the common shares, the holders of the preferred shares shall be entitled to be paid in full the respective amounts fixed in accordance with the provisions this document, together with accrued dividends to such distribution payment date, whether or not earned or declared.

b. In the event of any involuntary liquidation, dissolution or winding up of the affairs of the corporation, then, before any distribution or payment shall be made to the holders of the common shares, the holders of the preferred shares shall be entitled to be paid in full an amount equal to \$1.00 per share, together with accrued dividends to such distribution or payment date, whether or not earned or declared.

c. If, on any voluntary or involuntary liquidation, dissolution or winding up of the affairs of the corporation, the assets of the corporation are insufficient to permit full payment to the preferred shareholders as herein provided, then the holders of any series of the preferred shares shall share ratably in any distribution of assets in proportion to the full amounts to which they would otherwise be respectively entitled.

d. If, on any liquidation, dissolution or winding up of the affairs of the corporation, payment shall have been made in full to the holders of the preferred shares, as provided in subparagraph a or b above, then the remaining assets and funds of the corporation shall be distributed ratably to the holders of the common shares of the corporation.

e. Neither the consolidation or merger of the corporation, nor the lease or conveyance of all or substantially all of its assets, shall be deemed a liquidation, dissolution or winding up of the affairs of the corporation within the meaning of this paragraph.

4.9 Redemption.

a. The preferred shares of any series may be redeemed, in whole or in part, at the option of the corporation, by the vote of its board of directors, or, in case of any one or more series, under any sinking funds or other requirement for redemption of any such series fixed by the board of directors pursuant to the provisions of this document upon the following additional conditions:

i. If less than all of the preferred shares of any series is to be redeemed, redemption shall be made in such amount and by such method, either by lot or by pro rata, and subject to such provisions of convenience, as shall from time to time be determined by the board of directors.

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ii. Notice of any proposed redemption shall be mailed by the corporation, postage prepaid, not less than twenty (20) days, or more than fifty (50) days, prior to the date fixed for redemption, to each holder of record of such preferred shares to be redeemed at his address as the same shall appear on the books of the corporation. The notice of redemption shall state the class or series of shares or part of any class or series of shares to be redeemed, the date fixed for redemption, the redemptive price and the place at which the shareholders may obtain payment of the redemptive price upon surrender of their respective share certificates.

iii. If the corporation shall deposit on or prior to the date fixed for the redemption of any such preferred shares, with one or more banks or trust companies, each having capital and surplus of at least \$[Amount] and doing business in _____, _____ County, Texas, or any bank or trust company in the United States duly appointed and acting as transferee agent of the corporation, as a trust fund for the benefit of the respective holders of such preferred shares to be redeemed, sum sufficient to redeem such preferred shares called for redemption with irrevocable instructions and authority to any one of such depository banks or trust companies to deliver, in the name of the corporation, the notice of redemption thereof (or to complete such delivery if theretofore commenced) and to pay on or after the date fixed for such redemption, to the respective holders of such preferred shares, as evidenced by a list of such holders certified by the president or vice-president and the secretary or any assistant secretary, the redemption price thereof upon the surrender of the certificates representing the preferred shares so called for redemption, then from and after the time of such deposit (although prior to the date fixed for redemption) such preferred shares so called for redemption shall be deemed to be redeemed. Dividends on those shares shall cease to accrue after the date fixed for redemption and the deposit shall be deemed to constitute full payment of the preferred shares to the respective holders thereof. The preferred shares shall no longer be deemed to be outstanding, and the holders thereof shall cease to be stockholders with respect to such preferred shares and shall have no rights with respect thereto, except only the right to receive from such bank or banks or trust company or companies payment of the redemption price of such preferred shares without interest, upon surrender of the certificates representing the preferred shares called for redemption. Money deposited for redemption and unclaimed at the end of six (6) years shall be repaid to the corporation; and, thereafter, the holders of the preferred shares called for redemption shall look only to the corporation for payment.

iv. No redemption or purchase of any shares of any series of preferred shares shall be made unless full cumulative dividends, if any, on all shares of all series of preferred shares then outstanding which are not to be redeemed or purchased, to the end of the then current dividend period, shall have been paid or declared and set apart for payment and unless funds sufficient to meet all matured obligations of the corporation with respect to all sinking funds or retirement funds for all series of preferred shares have been set aside.

v. All preferred shares of any series acquired or redeemed through the operation of any sinking fund or retirement funds, or voluntarily redeemed, shall be retired and canceled, and none of the shares shall thereafter be reissued.

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b. Any sinking funds required by the board of directors in accordance with the provisions of this document in connection with the redemption of the preferred shares of any series shall be created and maintained as follows:

The corporation shall set aside in cash out of monies legally available therefore after all dividends on outstanding preferred shares shall have been fully paid, or provision for the payment made through the last preceding semiannual dividend period, on the same date each year, called "payment date," a percentage (the date and percentage to be fixed by the board of directors in the resolutions requiring the creation of a sinking fund) of the par value of the total number of preferred shares previously issued. If, on any payment date, the funds legally available for such purpose shall be insufficient to discharge the sinking fund requirements in full, then funds to the extent legally available therefore shall be set aside for the sinking fund.

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c. To the extent that the sinking fund requirements provided remain unsatisfied, they shall not be cumulative.

4.10 Preferred shares shall be issued as fully paid, non assessable shares and not otherwise.

5. PREEMPTIVE RIGHTS

5.1 The shareholders of this corporation shall [have or not have] the preemptive right to subscribe to any and all issues of shares and securities of this corporation.

THIS DOCUMENT

6.1 The shareholders [shall or shall not] have the right of cumulative voting.

7. REGISTERED AGENT AND ADDRESS

7.1 The name of the corporation's initial Registered Agent is:
[Name]. [If the registered agent is not an individual but is a corporation or other entity state the type of entity]

7.2 The address of the corporation's initial registered office is: [address. State a street, building or rural route. Do not use a post office box since that is not sufficient to satisfy the service of process requirements]

THANK YOU

8. INITIAL DIRECTORS

8.1 The number of directors constituting the initial board of directors is [Number of Directors] (_____), and the names and addresses of the persons who are to serve as initial directors until the first annual meeting of the shareholders or until their successors are elected and qualified are

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[Names and Addresses of Directors, include the country]

PREVIEW

9. INDEMNIFICATION

9.1 The corporation shall indemnify every director or officer, his or her heirs, executors and administrators, against expenses actually and reasonably incurred by him or her, as well as any amount paid upon a judgment, in connection with any action, suit or proceeding, civil or criminal, to which he or she may be made a party to by reason of having been a director or officer of the corporation.

9.2 This indemnification is being given since the directors will be requested to act by the corporation, for the corporation's benefit.

9.3 The indemnification shall not be exclusive of other rights to which the director may be entitled.

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10. SUPPLEMENTAL PROVISIONS

10.1 No contract or other transaction between the corporation and any other corporation shall be affected by the fact that one or more of the directors or officers of this corporation is interested in or is a director or officer of such other corporation.

11. DATE THE FILING IS EFFECTIVE

11.1 This document becomes effective [when the document is filed by the secretary of state, at a later date, which is not more than ninety (90) days from the date of signing, the following date _____, upon the occurrence of a future event or fact, other than the passage of time or The following event or fact will cause the document to take effect in the manner described below:]

THIS DOCUMENT

12. ORGANIZER

12.1 The name and address of the Organizer is [name and address of Organizer].

For the purpose of forming a corporation under the laws of the State of Texas, I, the undersigned Organizer of this corporation have signed this Certificate of Formation subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument on _____.

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Organizer

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Fax filing & original signatures

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1. The Secretary of State's office maintains a plain paper facsimile machine for the receipt of documents and messages.
2. The Secretary of State's fax number is (512) 463-5709.
3. If a document is to be submitted to the office by facsimile transmission, it requires either the simultaneous receipt of the filing fee, or the delivery of any applicable fees by the close of the same business day.
4. If the applicable fees are not received on the same date as the transmission, the document will be returned without filing.

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Payment of filing fees

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1. Filing fees are set forth in Section 402.002 of the Texas Business Organizations Code (BOC) Filing fees may be paid by personal check, firm check, a client's check, cashier's check, money order, credit card, or debit system account. When filing documents by facsimile transmission, fees may be paid by credit card so that the fees will be paid on the same date as the transmission. The Secretary of State's office does not accept cash.

2. Credit card charges. The Secretary of State's office accepts Visa and MasterCard credit cards. The fees are subject to a transaction charge of 2.7% of total fees incurred. The 2.7% processing cost fee is subject to change and should be verified on a regular basis to see if fee has increased.

3. The transaction charge is assessed for the credit card transaction. To make payments by credit card, a completed credit card payment form must be sent with the transmission, or submit the following information along in writing. This can be included in the facsimile transmission.:

- a. The credit card to be used
- b. The account number,
- c. The expiration date,
- d. The signature of the card holder,
- e. The total fees charged and

f. Fees paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

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When submitting a filing instrument by fax, credit card information must accompany the transmission

Expedited Processing

A cover letter or cover sheet should accompany the filing instrument or order request and provide a daytime phone number and contact name. The cover must specifically request expedited processing. The document/order request will be processed by close of business on the business day following the day of receipt. Expedited processing is not provided for trademark documents.

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Expedited Processing Fee per document	25.00
Expedited Processing Fee per certified copy/certificate of status or fact	10.00

4. To pay filing fees by debit system account, contact the Secretary of State's office at (512) 435-3604. Debit fees are paid through an automated clearing house, a debit

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system account established between the account applicant and the financial institution under contract with the Secretary of State's office.

PREVIEW

5. Texas Secretary of State SOS Direct

Online access to the business entity and UCC databases is available through SOS Direct . The fees associated with an SOS Direct account are the fees imposed for a document filing, for copies and certificates ordered, and inquiries submitted.

The cost of an inquiry is \$1.00 per name searched. The \$1.00 fee is not charged when the search is made when ordering copies/certificates or when making a document filing. There are no monthly subscription fees. For more information, call (512) 475-2755 or visit the SOS web site at www.sos.state.tx.us

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Payment of filing fees and fax filing

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1. Facsimile filings are now accepted as well as payment of filing fees by credit cards. See the above sections for a discussion of the Secretary of State filing procedures, fees, and forms:
2. The following form may be used to pay fees by a credit card.

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PREVIEW
FOR CREDIT CARD USE ONLY (PLEASE PRINT OR TYPE)

Cardholder Name:		
Address:		
City :	State:	Zip:
Phone No.: ()	Fax No.: ()	
TYPE DOCUMENT TO BE FILED:	ENTITY NAME(s):	
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SHIP TO ADDRESS: (if different than Address above)	EXPEDITED HANDLING REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
(Additional charge of \$25 for expedited service)		
SELECT PAYMENT TYPE AND PROVIDE REQUESTED INFORMATION		
Charge to: Secretary of State Client ID No.: (if applicable)		
Charge to: <input type="checkbox"/> VISA® <input type="checkbox"/> MasterCard® <input type="checkbox"/> Discover®	Charge to: <input type="checkbox"/> LegalEase SM	
* Fees paid by credit card are subject to a convenience fee (currently 2.7%) on the total fees incurred.	* For information about LegalEase SM , call 1-800-253-5749	
THIS DOCUMENT		
Card No.: - - -	Card No.: 5 0 0 6 7 9 - - -	
Expiration Date: / (MO/YR)	Client No.: Case No.:	
Signature:	Signature:	
	AMOUNT	BATCH NUMBER:
FILING FEE		
EXPEDITED HANDLING FEE		
TOTAL AMOUNT	\$	

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Filing letter to secretary of state

PREVIEW

1. The filing letter accompanies the Certificate of Formation along with the required filing fee.
2. These are collectively sent to the Secretary of State's office. Filing fees for the Certificate of Formation must be paid at the time the Certificate are filed.
3. For an additional fee, the Secretary of State's office will afford the Certificate special handling which expedites the incorporation process.
4. The fee generally assures that the Certificate are filed the same day, that they are received by the Secretary of State's office and that the Secretary of State's office will call the attorney to advise the exact date of filing and charter number.

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Form: Filing letter to secretary of state

PREVIEW
[Date]

Office of the Secretary of State of Texas
Statutory Filings Division
Corporations Section
Special Handling
P.O. Box 13697
Austin, Texas 78711-3697

Dear Intake Division:

PLEASE DO NOT COPY
Enclose please find duplicate original of the Certificate of Information for the above-named corporation and a check for [amount of filing fee i.e. \$300] from the Organizer in the required amount for the filing fees.

[Add, if desired: I have also enclosed a check for \$25 to cover the costs for special handling.]

Your expeditious cooperation is appreciated. Thank you in advance for your assistance and cooperation.

Very truly yours

THIS DOCUMENT
[Attorney Name]

THANK YOU

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