

Payment of filing fees to the Texas Secretary of State's office for LLC filings, filing documents by facsimile transmission (fax filings), fax filing form and standard filing letter

PREVIEW

1. 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 2.1% of total fees incurred. The 2.1% 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, MasterCard or Visa,
- b. The account number,
- c. The expiration date,
- d. The signature of the card holder,
- e. The total fees charged, and
- f. The transaction charge of 2.1% of the total fees incurred.

4. To pay filing fees pursuant to a debit system account, contact the Secretary of State's office at (512) 463-5604. Debit fees are paid through an automated clearing house, a debit system account established between the account applicant and the financial institution under contract with the Secretary of State's office.

Payment of filing fees and fax filing

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.

THANK YOU

LegalFormsForTexas.Com

Payment of filing fees and fax filing

PREVIEW
SECRETARY OF STATE
CORPORATION'S SECTION

CREDIT CARD PAYMENT FORM

FAX NO. (512) 463-5709

Name of Cardholder: _____
Address: _____

Phone No: _____

Circle Type of Credit Card: _____ Master Card/Visa

Card Number: _____
Expiration Date: _____

Signature: _____

Document: _____

Entity Name: _____

Filing Fee(s): _____
Special Handling: _____
Trust Deposit: _____
Certificates/Copies: _____
Filing Guide: _____
Subtotal: _____

2.1% Processing Charge: _____

Total: _____
File Number: _____

FOR OFFICE USE ONLY

THANK YOU

Preliminary Approval: _____ Yes/No
Approval Number: _____
Document Rejected: _____ Yes/No
Register Number: _____
Post Authorization Uploaded: _____ Yes/No

LegalFormsForTexas.Com

PLEASE DO NOT COPY

THIS DOCUMENT

Form: Filing letter to the secretary of state's office

PREVIEW

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

Regarding [Name of the new LLC]

Dear Intake Division:

Enclose **PLEASE DO NOT COPY** please find duplicate original of the name of the form, i.e. [Certificate of Information] for the above-named limited liability company and a check for [amount of the filing fee i.e. \$300], the required amount for the filing fees.

[Add, if desired: I have also enclosed a check in the amount of \$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's name]

THANK YOU

LegalFormsForTexas.Com