



Texas Loan Administration Fee Return

a. T Code ■ 35100

c. Taxpayer number
■

d. Filing period

e.
■

f. Due date

g. Name and mailing address (Make any necessary name or address changes below.)

h. **IMPORTANT**
Blacken this box if your mailing address has changed. Show changes by the preprinted information. → 1.

i.
■

j.
■

Notice from the State of Texas

Financial institutions that charge an administrative fee for non-real property loans or secondary mortgage loans, as authorized under Finance Code, Sec.342.201(f) and Sec.342.308(c), respectively, may report and remit a portion of each administrative fee to the Comptroller of Public Accounts to assist in fulfilling the responsibilities of the Finance Commission.

For non-real property loans, remit \$1.00 of each administrative fee.
For secondary mortgage loans, remit \$0.50 of each administrative fee.

Electronic reporting and payment options are available 24 hours a day, 7 days a week. Have this form available when you log on.
www.comptroller.texas.gov/taxes/file-pay/

1. Total number of non-real property loans 1. ■ _____

2. Amount due for non-real property loans (\$1.00 x Item 1) 2. ■ _____

3. Total number of secondary mortgage loans 3. ■ _____

4. Amount due for secondary mortgage loans (\$0.50 x Item 3) 4. ■ _____

5. Total fee due (Item 2 + Item 4)..... 5. ■ _____

35-100 (Rev.11-18/11)

6. TOTAL AMOUNT DUE AND PAYABLE (Same as Item 5) 6. ■ _____

k. i.

Taxpayer name

■ T Code ■ Taxpayer number ■ Period

I declare that the information in this document and all attachments is true and correct to the best of my knowledge and belief.

Authorized agent

sign here ▶

Preparer's name (Please print)

Daytime phone (Area code & number) Date

Make the amount in Item 6 payable to **State Comptroller**.
Our mailing address is **P.O. Box 149361, Austin, TX 78714-9361**.

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or phone number listed on this form.

Instructions for Completing Texas Loan Administration Fee Return

Who must file -

Financial institutions that choose to remit a portion of an administrative fee charged for non-real property loans (consumer loans not secured by real property) or secondary mortgage loans, as authorized under Finance Code, Sec.342.201(f) and Sec.342.308(c), respectively, must file this report with the Texas Comptroller of Public Accounts.

When to file -

Returns for the previous quarter must be filed on or before the last day of the month following the end of the report period. If the last day of the month falls on a weekend or legal holiday, the due date is the first business day following the weekend or holiday.

Specific information for questions regarding the fee -

All requests for information other than form completion should be referred in writing to:

Texas Finance Commission
Executive Director
2601 North Lamar Blvd.
Austin, TX 78705-4294

For assistance with form completion -

If you have any questions about this form, you can contact the Texas Comptroller's field office in your area or call 1-800-252-5555 or 512-463-4600.

General instructions -

- If any preprinted information is not correct, mark out the item and write in the correct information.
- Type or print.
- Do not write in shaded areas.
