

Request for Certificate of Account Status to Terminate a Taxable Entity's Existence in Texas

An entity that intends to terminate its legal existence or registration must satisfy filing requirements for all taxes administered by the Comptroller under Title 2 of the Texas Tax Code. More information about this process is available online at www.comptroller.texas.gov/taxes/franchise/certificate-letter-request.php.

Section A - Entity Information

Entity's legal name	Taxpayer number	File number (from the Texas Secretary of State)
<p>Check all that apply.</p> <p>1a. <input type="checkbox"/> Check this box to verify that the entity's annualized total revenue was at or below the no tax due threshold for any annual reports due on or after Jan. 1, 2024, for which the entity only filed a Public Information Report or an Ownership Information Report.</p> <p>1b. <input type="checkbox"/> Check this box if the entity's annualized total revenue is at or below the no tax due threshold for the final report period.</p> <p>2. Is the entity a member of an affiliated group that will be required to file a combined group report? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "YES", enter the following information for the entity that will report on your behalf.</i></p> <p>Legal name of reporting entity _____ Texas taxpayer number / FEI number _____</p> <p>3. <input type="checkbox"/> My entity's annual and final franchise tax reports are attached or already filed.</p>		

Section B - Texas Entity - If the entity was formed in Texas, indicate the filing for which the certificate is required.

<input type="checkbox"/> Termination	<input type="checkbox"/> Merger	<input type="checkbox"/> Entity conversion
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Section C - Non-Texas Entity - If the entity was formed outside of Texas, please complete the following information.

1. Enter the entity's last day of business in Texas _____		
2. Does the entity currently have an active charter in its home state? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. If "NO," indicate the type and date of termination:		
<input type="checkbox"/> Termination effective date	<input type="checkbox"/> Entity conversion effective date	
_____	_____	
<input type="checkbox"/> Merger effective date	Name of survivor _____	

Note: If the home state charter has been terminated, home state documentation must be included. The home state documentation must bear the seal of the appropriate filing agency and the effective date of the filing.

Section D - Receiving Your Certificate

Does this entity have a forfeited certificate or registration that needs to be reinstated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate how you would like to receive your certificate:	
<input type="checkbox"/> FAX (area code and number) _____ <input type="checkbox"/> .PDF Email address _____ <input type="checkbox"/> Mail Mailing address _____ City _____ State _____ ZIP code _____	Telephone number (area code and number) _____
You can file documents online with the Secretary of State using SOSDirect at www.sos.state.tx.us/corp/sosda/index.shtml .	

If not eligible, we will notify you in writing what is required to be eligible. We process requests in the order we receive them regardless of the format you select. Assistance is available at your local field office. Field office locations are available online at www.comptroller.texas.gov/about/contact/locations.php.

Your name (Please type or print)	Phone number and extension
Authorized agent	
Visit us online at www.comptroller.texas.gov/taxes/franchise . Visit www.comptroller.texas.gov/about/contact for locations and phone numbers.	Mail to: Comptroller of Public Accounts P.O. Box 149348 Austin, TX 78714-9348