

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

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. In addition, all accounts for those taxes must be closed. To determine if the entity is current in tax requirements, or to close any open tax accounts, call us at 1-800-252-1381 or 512-463-4600. More information about this process is available online at [www.comptroller.texas.gov/taxes/franchise/](http://www.comptroller.texas.gov/taxes/franchise/).

## Section A - Entity Information

Entity's legal name	Taxpayer number	File number (from the Texas Secretary of State)
<p>1. Is the entity a member of an affiliated group that will be required to file a combined 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. If "NO," skip to Section B.</i></p> <p>Legal name of reporting entity _____ Texas taxpayer number / FEI number _____</p>		
<p>2. Is the entity's accounting year begin date on or after the combined group's accounting year begin date on its franchise tax report? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>If "YES," this entity's information must be included in the combined group report. If "NO," enter the following information:</i></p> <p>This entity's accounting year begin date ..... month   day   year      The day before the combined group's accounting year begin date ..... month   day   year</p>		

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

Termination                       Merger                       Entity conversion

## Section C - Non-Texas Entity - If the entity was formed outside of Texas, please complete the following information.

1. Is the entity still conducting business in Texas? .....  YES  NO  
month | day | year

2. If "NO," enter the entity's last day of business in Texas ..... month | day | year

3. Does the entity currently have an active charter in its home state? .....  YES  NO

4. If "NO," indicate the type and date of termination:

Termination effective date ..... month | day | year

Merger effective date ..... month | day | year      Name of survivor \_\_\_\_\_

Entity conversion effective date ..... month | day | year

**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 before ending its existence or registration in Texas? .....  YES  NO

Please indicate how you would like to receive your certificate:

FAX      FAX number (area code and number) \_\_\_\_\_ Telephone number (area code and number) \_\_\_\_\_

.PDF      Email address \_\_\_\_\_

Mail      Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

You can file documents online with the Secretary of State using SOSDirect at [www.sos.state.tx.us/corp/sosda/index.shtml](http://www.sos.state.tx.us/corp/sosda/index.shtml).

Your account will be reviewed to determine eligibility. If eligible, a certificate will be sent using the format selected. If not eligible, we will notify you in writing what is required to be eligible. All requests are processed in the order they are received regardless of the format you select. Assistance is also available at your local field office. Field office locations are available online at [www.comptroller.texas.gov/about/contact/locations.php](http://www.comptroller.texas.gov/about/contact/locations.php).

Your name (Please type or print)	Phone number and extension
<p>Authorized agent</p> <p><b>sign here</b> </p>	
Visit us online at <a href="http://www.comptroller.texas.gov/taxes/franchise/">www.comptroller.texas.gov/taxes/franchise/</a> or call 1-800-252-1381 or 512-463-4600.	Mail to: Comptroller of Public Accounts P.O. Box 149348 Austin, TX 78714-9348