

ASSUMED NAME CERTIFICATE INFORMATION

Filing Information for Unincorporated Business or Profession:

1. Assumed Name (DBA) Certificates are filed with the County Clerk in the county/counties where the business is located and/or will conduct business.
2. The certificates are valid for a period of ten (10) years from the date filed in the County Clerk's Office.
3. Certificate must be signed before a notary public prior to filing within County Clerk's Office.
4. The filing fee is \$26.00 for the first page and \$4.00 for each additional page.

Filing Information for Incorporated Business or Profession:

1. Assumed Name (DBA) Certificates are filed with the Secretary of State in Austin. Please visit the Secretary of State's website for more information www.sos.state.tx.us
2. Assumed Name (DBA) Certificates may also be filed with the county/counties where the business is located and/or will conduct business.
3. Certificate must be signed before a notary public prior to filing within County Clerk's Office.
4. The filing fee is \$26.00 for the first page and \$4.00 for each additional page.

State Tax Sales ID#:

1. Contact the Texas State Comptrollers of Public Account Office at www.comptroller.texas.gov

ASSUMED NAME RECORD (D.B.A.)
CERTIFICATE OF OWNERSHIP FOR INCORPORATED BUSINESS OR PROFESSION
(Chapter 71, Sect. 151(a), Title 5 Business & Commerce code)

Notice: This Certificate shall be effective for a term not to exceed ten years from the date the certificate is filed in the County Clerk' Office.

NAME IN WHICH BUSINESS IS OR WILL BE CONDUCTED: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

1. The name of the incorporated business or profession as stated in its Articles of Incorporation or comparable document is: _____

2. The state, country, or other jurisdiction under the laws of which it was incorporated is: _____ and the address of its registered or similar office in that jurisdiction is: _____

3. The period, not to exceed ten years, during which this assumed name will be is: _____

4. The corporation is a: business operation non-profit corporation
 professional corporation professional association
 other (specify) _____

5. If the corporation is required to maintain a registered office in Texas, the address of the office is: _____

and the name of its registered agent at such address is: _____

The address of the principal office (if not the same as the registered office) is: _____

6. If the corporation is not required to or does not maintain a registered office in Texas, the office address in Texas is: _____

and if the corporation is not incorporated, organized or associated under the laws of Texas, the address its place of business in Texas is: _____

and the office address elsewhere is: _____

7. The county or counties where business or professional services are being or are to be conducted or rendered under such assumed name are (if applicable, use the designation "all" or "all except" _____)

8. If this instrument is executed by the attorney-in-fact, the attorney-in-fact hereby states that he has been duly authorized, in writing, by his principal to execute and acknowledge this instrument.

*Signature Corp. Officer, representative or
attorney-in-fact of the corporation*

THE STATE OF TEXAS
COUNTY OF DE WITT

BEFORE ME THE UNDERSIGNED AUTHORITY, on this day personally appeared _____ (title) of _____

known to me to be the person whose name is subscribed to the foregoing certificate and acknowledged to me that he/she executed the same as an officer of the above corporation for the purposes therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on _____, 20 _____

NOTARY PUBLIC