



*Tis the Season to file terminations
(A few mergers and conversions, too!)*

The Business & Public Filings Division of the Office of the Secretary of State will be closed December 24th-27th but we will be open on December 23, 30 and 31 to handle end-of-year filings. Since this is a very busy time of year, it's always best to file your documents as early as possible.

SOSDirect is open 24 hours every day for formation filings, terminations, withdrawals, reinstatements, searches, copies and certificates, and more. **SOSDirect** is our most efficient filing method - especially at this time of year.

Questions? Call us at 512-463-5555 or [email](#) us. [Forms](#) and additional filing information are on the [SOS website](#). Our fax number is 512-463-5709.

Filing Reminders

Documents received in our office by 5 p.m. on Tuesday, December 31st in correct form receive a 2013 file date. Documents, including those transmitted by fax, received after close of business on the 31st will receive a 2014 file date. Postmarks and fax confirmation notations do not count. Incomplete and incorrect documents are returned without filing. A corrected document receives a file date based on its resubmission – not the date of the original submission. The SOS does not backdate the file date on documents. If we receive your document on December 31st and your document is rejected, you'll miss the opportunity for a file date in 2013. *Don't wait, file early!*

Terminating a Texas taxable entity? Withdrawing a foreign taxable entity? The law requires you to provide us with a Certificate of Account Status (Form 05-305) issued by the Comptroller's Office that is specific to terminations and withdrawals. Need to reinstate an entity before you can file a termination or withdrawal? The Comptroller's Office will provide a single certification (Form 05-398) for this purpose. Visit the Comptroller's [website](#) for more information on taxes, certificates of account status, office locations and business hours. Please note that Comptroller offices will be closed from December 24, 2013 through January 1, 2014.

We accept American Express, Discover, MasterCard, and Visa. Credit card payments are subject to a 2.7% processing charge. If paying by check or money order, please submit the correct fee for your document to avoid rejection. A list of SOS filing [fees](#) is available on our website.

New for 2013

Comptroller Certificates of Account Status to terminate and Tax Clearance Letters to reinstate can now be requested online.

For information on online tax certification requests, visit the Comptroller's [Self Service Information page](#).



Including your Secretary of State Client ID number with all documents submitted is greatly appreciated and facilitates our handling of the transaction.