

**Form 506—General Information**  
**(Notice of Transfer of Reservation of an Entity Name)**

**The attached form is drafted to meet minimal statutory filing requirements pursuant to the relevant code provisions. This form and the information provided are not substitutes for the advice and services of an attorney and tax specialist.**

**Commentary**

Section 5.106 of the Texas Business Organizations Code (BOC) governs the notice of transfer of reservation of a name of a corporation, professional association, cooperative association, limited liability company, limited partnership or other filing entity.

**Instructions for Form**

- **Entity Name Reserved:** Set forth the entity name that was reserved and is being transferred, the date of the filing of the reservation and the file number assigned by the secretary of state to the reservation.
- **Name of Applicant:** Specify the name of the person shown as the applicant on the reservation of name to be transferred.
- **Name of Person to Whom Reservation Transferred:** If the name is being transferred to a corporation, limited partnership, limited liability company or other organized legal entity, select and complete option A. If the name is being transferred to an individual, please select and complete option B. Set forth the name of the individual in the format specified. Do not use prefixes (e.g., Mr., Mrs., Ms.). Use the suffix box only for titles of lineage (e.g., Jr., Sr., III) and not for other suffixes or titles (e.g., M.D., Ph.D.).
- **Address of Transferee:** Provide the street or mailing address of the person to whom the reservation is being transferred.
- **Execution:** The applicant or applicant's attorney or agent must sign the notice of transfer of name reservation. Before signing, please read the statements on this form carefully. *A person commits an offense under section 4.008 of the BOC if the person signs or directs the filing of a filing instrument the person knows is materially false with the intent that the instrument be delivered to the secretary of state for filing. The offense is a Class A misdemeanor unless the person's intent is to harm or defraud another, in which case the offense is a state jail felony.*
- **Payment and Delivery Instructions:** The filing fee for notice of transfer of name reservation is **\$15**. Fees may be paid by personal checks, money orders, LegalEase debit cards, or American Express, Discover, MasterCard, and Visa credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the secretary of state. Fees paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

Submit the completed form in duplicate along with the filing fee. The form may be mailed to P.O. Box 13697, Austin, Texas 78711-3697; faxed to (512) 463-5709; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. If a document is transmitted by fax, credit card information must accompany the transmission (Form 807). On filing the document, the

secretary of state will return the appropriate evidence of filing to the submitter together with a file-stamped copy of the document, if a duplicate copy was provided as instructed.

- **Withdrawal:** A transferee may withdraw the reservation of a name before the expiration of the reservation period by filing a notice of withdrawal to cancel the name reservation. There is no fee for filing the notice of withdrawal.

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