

Form 508—General Information
(Notice of Withdrawal of Registration 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

A registration of an entity name under the Texas Business Organizations Code (BOC) is effective until the first anniversary of the date the application for registration is accepted for filing unless the applicant files with the secretary of state a notice of withdrawal of the registration (BOC § 5.154). This form should be used when an entity wishes to withdraw an existing name registration during the period of its effectiveness.

Instructions for Form

- **Registration Information:** Set forth the entity name on the registration that is being withdrawn. In addition, set forth the date of filing and file number of the registration being withdrawn.
- **Execution:** A governing person or managerial official of the entity must sign the notice of withdrawal of name registration. 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 a notice of withdrawal of registration of an entity name 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.

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