

SOSDirect...Help Me! Help Me!

Presented to:
State Bar of Texas

35TH ANNUAL TEXAS FORUM:

**Today's Legal Practice for Attorneys and
Paralegals - Faster, Better, Stronger**

March 8, 2017

Austin, Texas

Presented by:
Carmen Flores, Director
Business & Public Filings Division
Office of the Texas Secretary of State
cflores@sos.texas.gov





FY 2016 E-Statistics

- 82% of UCC filings filed electronically
- 50% of all Business filings filed online
- 68% of all domestic formations filed online
- 99% of UCC copy/certificate orders
- 93% of Business copy/certificate orders



SOSDirect Client Account

- Account can be established in name of individual or in name of an organization.
- Enter account holder name & address as you wish it to appear on all acknowledgment letters and rejection notices.
- E-mail address associated with established account is key information and should be maintained.



SOSDirect Account

- Password is alpha-numeric, between 8 to 20 characters in length.
- Only one password to an account. SOS staff does not know your password.
- Security of your password is your responsibility.
- Forgot my password option at Login Screen requires you to know e-mail associated with account.



Required Settings

- **Enable Cookies:** SOSDirect uses persistent cookies to facilitate opening different windows during a session to access different databases.
- **Allow Pop-Ups:** For SOSDirect to function, you must allow pop-ups for our site.
- **Allow Sender:** Orders and filings are sent by an automated e-mail system. E-mails contain embedded link to zipped files. Allow sosdirect@sos.texas.gov to ensure receipt.



Account Login

Attention: Social security numbers, credit card and bank account numbers, access device numbers, and certain other types of information are confidential under the Public Information Act, Chapter 552 of the Texas Government Code. The secretary of state is prohibited by law from releasing this information. Our office will redact this information from documents filed in our office and made available to the public. An un-redacted copy of the document will be retained for access by secretary of state staff in response to requests from law enforcement or other authorized requestors. If you have concerns about redaction, do not include confidential information in the collateral description of your UCC filing or include this information in an attachment to an electronic document submitted through SOSDirect.

You are required to login to the SOSDirect system and provide payment information in order to perform transactions such as filing documents, requesting copies and submitting bulk order requests. To submit filings, you **must** obtain a regular subscription.

IMPORTANT:

- Required software [Adobe Acrobat Reader 7.0](#) or higher **and** [WinZip 7.0](#) or higher.
- Email from the SOSDirect system is sent via an automated process. If you use a Spam filtering service please make sure the address sosdirect@sos.texas.gov is allowed through without being filtered. This will ensure your documents delivered via email will arrive without delay and without the need for human intervention.

Proceed with **Subscriber Login** only if you have the required software.

If you are currently a subscriber to the SOSDirect system and know your SOSDirect USER ID and PASSWORD, please enter them below and press 'Submit'.

i.e. Client Account #

SOSDirect USER ID

PASSWORD

[Forgot my password.](#)

Need Assistance? Contact us at SOSDirect@sos.texas.gov.

If you do not currently have an account, you may submit a [request for SOSDirect Account](#).

You may login as a temporary user for this session by completing this [temporary login form](#). **NOTE: This will allow you to do web inquiries and place orders, but not submit filings.** The only method of payment allowed for a temporary user is Credit Card.

The fees associated with the SOSDirect Account are the fees for documents filed, for copies and certificates ordered, and inquiries submitted. There are no monthly subscription fees.

Payment and Contact Information

UCC | Business Organizations | Trademarks | Notary | Account | Help/Fees | Briefcase | Login

Account Login

Please provide the following information to complete login.

Continue

PAYMENT INFORMATION - Select payment method for this batch.

* PAYMENT METHOD: Client Account ▾

Use Credit Card or LegalEase for payment method unless client account has been funded 1 hour in advance.

Note: Credit card company may decline payment if name and address do not match card statement.

IMPORTANT PAYMENT INFORMATION:
Correct Payment Method selection is very important. Please read Instructions below.

CONTACT INFORMATION

Please enter your user information in the fields below.

* CONTACT NAME: Secretary of State - Carmen Flores

* PHONE: 512-463-5588

FAX: 5124752781

* EMAIL: cflores@sos.texas.gov

CLIENT REFERENCE: TestClientA1-2017

SHIPPING INFORMATION (APPLIES TO UCC ONLY)

Check box to verify shipping information.

E-mail associated with client account is default. Change to e-mail does not update client account information.

You will receive all documentation related to this batch by Email.

SOSDirect Payment Options

- SOSDirect accepts most credit cards, LegalEase and allows for prefunded client accounts.
- Filing fees must be paid in advance; fees for copies and certificates may be accrued and paid monthly.
- Use credit card, if client account not fully funded at least 1 hour in advance.
- Use Account tab-Click “Client Account Statements” to view Available Balance.



SOSDirect Payment Options

- \$ Credit card company may decline payment if name and address entered at credit card payment screen do not match card statement.
- \$ SOS has implemented real-time credit card processing for filing transactions.
- \$ If card declined by credit card processor at time of review of document, document will be rejected for failure to provide filing fee.



Final Account Login Screen

TEXAS SECRETARY OF STATE

ROLANDO PABLOS

[UCC](#) | [Business Organizations](#) | [Trademarks](#) | [Notary](#) | [Account](#) | [Help/Fees](#) | [Briefcase](#) | [Logout](#)

Account Login

Secretary of State - Carmen Flores,

You are logged into the SOSDirect web site. Your client status indicates you are permitted full access to all UCC, Business Organizations, and Trademarks functionality available on the SOSDirect site. Your session code is: 030117KR5914. Please make note of this session code so that you may review your briefcase to check on status of and retrieve orders.

Fees paid by Credit Card are subject to the statutorily authorized convenience fee of 2.7% of total fees.

Each time you login, you create a session that keeps track of the web transactions made during the session. Once you logout, your session ends and SOSDirect adds session to your Briefcase.



Searching on SOSDirect

BUSINESS ORGANIZATIONS MENU

CLIENT REFERENCE (optional): TestClientA1-2017	
● Client Reference:	<input type="text" value="TestClientA1-2017"/> <input type="button" value="Update Client Reference"/>
INQUIRIES AND ORDERS	
● Name Availability Search	● Filing Number Search
● Find - Entity	● FEIN Search
● Find - Supplemental	● TID Search
● Find - Global	● Document Number Search
● Find - Assumed Name	● Order - Certificates and Copies
● Find - People	● Bulk Order - Data
● Find - Registered Agent	● Registered Agent activity past 60 days NEW

Note: \$1.00 fee per search on SOSDirect.



Name Availability Search

Users search the same database as SOS staff.

- SOSDirect database updated in real time.
- Search results can change in seconds.
- Number of search results retrieved is not fixed, but dependent on elements searched.
- Search program scores the occurrence of the elements within the names retrieved from the records.

 **Conflicting name may not be on first page.**



Name Availability Search

Some equivalents have already been programmed into the search logic in order to obtain better search results.

- Search of USA will retrieve results that contain:
 - United States and United States of America
 - U.S.A. or U.S. or US
- “Manufacturing” retrieves “MFG” and “Manufacturers”

Search of names with non-unique or frequently used terms will retrieve numerous hits.



Name Availability Search

Keep SOS availability rules in mind when performing searches to obtain more accurate availability results.

- Geographic rule—If name has a geographic ending:
 - Perform search with geographic word; perform another search without it
- Deceptively similar—System ignores certain “gray” words and abbreviations (e.g., The, in, of, Incorporated, Company, Corp, etc.)



Name Availability Search

- First two or more words of proposed name are same/deceptively similar to existing name.
 - Start with first 3 words, then add additional terms; or
 - Enter all word elements first, then eliminate terms from right to left.
- If the first two or more words are frequently used in combination, terms may be viewed as the “first word”.
 - Examples: “Top Hat,” “Health Care,” “Senior Citizen,” “Home Health Care”



Scope of SOS Availability Search

- Names Searched
 - Entity names
 - Fictitious names
 - Name Reservations
 - Name Registrations
- Currently active
- Names **Not** Searched
 - Assumed Names
 - Prior Names of Active Entities
 - Names of Inactive entities
 - Trademarks
 - Common law trade names
 - LLP names



Use client reference to keep track of work performed for client.

Searches & Orders

CLIENT REFERENCE (optional): TestClient1A	
Client Reference: <input type="text" value="TestClient1A"/>	<input type="button" value="Update Client Reference"/>
INQUIRIES AND ORDERS	
Name Availability Search	Filing Number Search
Find - Entity	FEIN Search
Find - Supplemental	TID Search
Find - Global	Document Number Search
Find - Assumed Name	Order - Certificates and Copies
Find - People	Bulk Order - Data
Find - Registered Agent	Registered Agent activity past 60 days ^{NEW}
WEB FILINGS	
<p>DO NOT USE 'BACK' BUTTON Use of the 'BACK' button during the "WEB FILINGS" process will result in loss of data. Please press the 'Cancel Filing' button and start again.</p>	
<p>Reservation * Formation * Registration Documents First select the type of entity for which you wish to submit a filing, and then click 'File Document'</p> <p>Application for Name Reservation <input type="text"/> <input type="button" value="File Document"/></p>	
<p>File assumed name certificates, changes to registered office/agent, dissolutions, reinstatements, cancellations, withdrawals and annual statements as change documents.</p>	
<p>Change Documents Enter filing number and click 'File Document' or click 'Find Entity'</p> <p><input type="text"/> <input type="button" value="Find Entity"/> <input type="button" value="File Document"/></p>	
<p>Master Filing</p>	
<p>Master Filing Search/Cost Estimator</p>	



NAME AVAILABILITY SEARCH

This search was performed on with the following search parameter:

ENTITY NAME : Dell Computer

<u>Mark</u>	<u>Filing Number</u>	<u>Name</u>	<u>Entity Type</u>	<u>Entity Status</u>	<u>Name Type</u>	<u>Name Status</u>
<input type="radio"/>	7444706	Dell Computer Inc.	Foreign For-Profit Corporation	In existence	Fictitious	In use
<input type="radio"/>	6838710	DELL COMPUTER HOLDINGS L.P.	Domestic Limited Partnership (LP)	In existence	Legal	In use
<input type="radio"/>	800471828	Computer Modelling Group, Inc.	Foreign For-Profit Corporation	In existence	Legal	In use
<input type="radio"/>	9163206	DEALER COMPUTER SERVICES, INC.	Foreign For-Profit Corporation	In existence	Legal	In use
<input type="radio"/>	10860306	CITADEL COMPUTER SYSTEMS INCORPORATED	Foreign For-Profit Corporation	In existence	Legal	In use
<input type="radio"/>	800116510	MODEL Computer Consulting Services, LLC	Domestic Limited Liability Company (LLC)	In existence	Legal	In use
<input type="radio"/>	800635290	Dallas Computers Incorporated	Domestic For-Profit Corporation	In existence	Legal	In use
<input type="radio"/>	800637361	CDI Computer Dealers, Corp.	Foreign For-Profit Corporation	In existence	Legal	In use
<input type="radio"/>	801577939	COMPUTER GUYS OF DALLAS, INC.	Domestic For-Profit Corporation	In existence	Legal	In use
<input type="radio"/>	700576422	COMPUTER CABLES OF DALLAS, L.L.C.	Domestic Limited Liability Company (LLC)	In existence	Legal	In use

Records 1 to 10 of 30 scroll OR proceed to page of 3 pages

Instructions:

- To view additional information pertaining to a particular filing select the number associated with the name.
- To place an order for additional information about a filing select the radial button listed under 'Mark' that is associated with the entity and press the 'Order' button.



BUSINESS ORGANIZATIONS INQUIRY - VIEW ENTITY

Filing Number: 7444706 **Entity Type:** Foreign For-Profit Corporation
Original Date of Filing: October 27, 1987 **Entity Status:** In existence
Formation Date: N/A
Tax ID: 17424878340 **FEIN:**

Name: Dell Inc.
Address: 1 DELL WAY
 ROUND ROCK, TX 78682-7000 USA

Fictitious Name: Dell Computer Inc.
Jurisdiction: DE, USA
Foreign Formation Date: N/A

REGISTERED AGENT	FILING HISTORY	NAMES	MANAGEMENT	ASSUMED NAMES	ASSOCIATED ENTITIES						
<table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Inactive Date</th> </tr> </thead> <tbody> <tr> <td>CORPORATION SERVICE COMPANY D/B/A+</td> <td>211 E. 7th Street, Suite 620 Austin, TX 78701-3218 USA</td> <td></td> </tr> </tbody> </table>		Name	Address	Inactive Date	CORPORATION SERVICE COMPANY D/B/A+	211 E. 7th Street, Suite 620 Austin, TX 78701-3218 USA					
Name	Address	Inactive Date									
CORPORATION SERVICE COMPANY D/B/A+	211 E. 7th Street, Suite 620 Austin, TX 78701-3218 USA										

Instructions:
 ● To place an order for additional information about a filing press the 'Order' button.

The “entity detail” screen provides a brief summary of information relating to the entity and defaults to display the current registered agent/office information.



BUSINESS ORGANIZATIONS INQUIRY - VIEW ENTITY

Filing Number: 7444706 **Entity Type:** Foreign For-Profit Corporation
Original Date of Filing: October 27, 1987 **Entity Status:** In existence
Formation Date: N/A
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 ROUND ROCK, TX 78682-7000 USA
Fictitious Name: Dell Computer Inc.
Jurisdiction: DE, USA
Foreign Formation Date: N/A















REGISTERED AGENT	FILING HISTORY	NAMES	MANAGEMENT	ASSUMED NAMES	ASSOCIATED ENTITIES	
View Image	Document Number	Filing Type	Filing Date	Effective Date	Eff. Cond	Page Count
	3105275	Application For Certificate Of Authority	October 27, 1987	October 27, 1987	No	4
	3105276	Change Of Registered Agent/Office	October 28, 1993	October 28, 1993	No	1
	3105277	Change Of Registered Agent/Office	September 18, 1995	September 18, 1995	No	1
	3105278	Change Of Registered Agent/Office	November 20, 1996	November 20, 1996	No	1
	3105279	Change Of Registered Agent/Office	August 21, 1997	August 21, 1997	No	1
	3105280	Maintenance	September 12, 1997	September 12, 1997	No	1
	3105281	Change Of Registered Agent/Office	January 22, 1999	January 22, 1999	No	1
	32714250001	Public Information Report (PIR)	December 31, 2002	April 28, 2003	No	4
	39207060854	Change of Registered Agent/Office	July 31, 2003	July 31, 2003	No	1
	45437770001	Public Information Report (PIR)	December 31, 2003	October 19, 2003	No	4
	76782710001	Public Information Report (PIR)	December 31, 2004	December 8, 2004	No	4
	122161600001	Public Information Report (PIR)	December 31, 2005	March 23, 2006	No	2
	154961860002	Certificate of Assumed Business Name	December 20, 2006	December 20, 2006	No	2
	154961410002	Application for Amended Certificate of Authority	December 20, 2006	December 20, 2006	No	3



Image icon indicates you can print a copy of document from your PC.



View Image	Document Number	Filing Type	Filing Date	Effective Date	Eff. Cond	Page Count
	3105275	Application For Certificate Of Authority	October 27, 1987	October 27, 1987	No	4
	3105276	Change Of Registered Agent/Office	October 28, 1993	October 28, 1993	No	1
	3105277	Change Of Registered Agent/Office	September 18, 1995	September 18, 1995	No	1
	3105278	Change Of Registered Agent/Office	November 20, 1996	November 20, 1996	No	1
	3105279	Change Of Registered Agent/Office	August 21, 1997	August 21, 1997	No	1
	3105280	Maintenance	September 12, 1997	September 12, 1997	No	1
	3105281	Change Of Registered Agent/Office	January 22, 1999	January 22, 1999	No	1
	32714250001	Public Information Report (PIR)	December 31, 2002	April 28, 2003	No	4
	39207060854	Change of Registered Agent/Office	July 31, 2003	July 31, 2003	No	1
	45437770001	Public Information Report (PIR)	December 31, 2003	October 19, 2003	No	4
	76782710001	Public Information Report (PIR)	December 31, 2004	December 8, 2004	No	4
	122161600001	Public Information Report (PIR)	December 31, 2005	March 23, 2006	No	2
	154961860002	Certificate of Assumed Business Name	December 20, 2006	December 20, 2006	No	2
	154961410002	Application for Amended Certificate of Authority	December 20, 2006	December 20, 2006	No	3
	154964050002	Certificate of Assumed Business Name	December 20, 2006	December 20, 2006	No	2
	168805530001	Public Information Report (PIR)	December 31, 2006	April 29, 2007	No	1
	183510430001	Public Information Report (PIR)	December 31, 2007	August 25, 2007	No	1
	281713091384	Change of Office by Registered Agent	October 30, 2009	October 30, 2009	No	1
	322263540001	Public Information Report (PIR)	December 31, 2009	August 20, 2010	No	2
	359232520001	Public Information Report (PIR)	December 31, 2010	March 14, 2011	No	2

Order

Return to Search

To order certified copies or certificates of fact, press the order button at the bottom of the filing history display.



BUSINESS ORGANIZATION AND TRADEMARK ORDERS

Add Order Item

Order Type Fact Type

Filing Number Trademark Registration Number

Current Order Items for this Order

Delete	Order Details	Order Type
No order items have been entered for this order.		

Instructions:

- Select an order type. If you selected a certificate of fact, you must also select a fact type.
- Input the filing number of the entity for which you are ordering copies or certificates or the registration number for the trademark. Enter the filing number without spaces or hyphens. Some filing numbers on the legacy computer system consisted of a two digit type code. Include those digits as the last two numbers of the filing number.
- If you do not know the filing or registration number, click the 'find' button.
- When you have identified the applicable entity or trademark and selected the order type, click on 'Add Order Item.' This will add the item to the grid. If an order item has been incorrectly added, you may click on 'Delete' to remove it.
- The statutory fees for order types are as follows:
 - Certificates of Fact \$15.00 per certificate
 - Information Letters \$ 5.00 per letter
 - Certified Copies \$15.00 for the certificate and \$1.00 for each page in the copy
 - Plain copies Copies of less than 50 pages, \$0.10 per page
- You will be notified by e-mail when the order is processed and ready for retrieval from your briefcase. Certificates will have a digitized signature of the Secretary of State and seal of the State of Texas

Orders interface populated with file number of entity selected.



BUSINESS ORGANIZATION AND TRADEMARK ORDERS

Add Order Item

Order Type Fact Type

Trademark Registration Number

Current Order Items for this Order

Delete	Order Details	Order Type
No order items have been entered for this order.		

Instructions:

- Select an order type. If you selected a certificate of fact, you must also select a fact type.
- Input the filing number of the entity for which you are ordering copies or certificates or the registration number for the trademark. Enter the filing number without spaces or hyphens. Some filing numbers on the legacy computer system consisted of a two digit type code. Include those digits as the last two numbers of the filing number.
- If you do not know the filing or registration number, click the 'find' button.
- When you have identified the applicable entity or trademark and selected the order type, click on 'Add Order Item.' This will add the item to the grid. If an order item has been incorrectly added, you may click on 'Delete' to remove it.
- The statutory fees for order types are as follows:
 - Certificates of Fact \$15.00 per certificate
 - Information Letters \$ 5.00 per letter
 - Certified Copies \$15.00 for the certificate and \$1.00 for each page in the copy
 - Plain copies Copies of less than 50 pages, \$0.10 per page
- You will be notified by e-mail when the order is processed and ready for retrieval from your briefcase. Certificates will have a digitized signature of the Secretary of State and seal of the State of Texas

Select “order type” from the drop down list. To get a “certificate of existence,” first select “Certificate of Fact.”



UCC Business Organizations Trademarks Notary Account Help/Fees Briefcase Logout

BUSINESS ORGANIZATION AND TRADEMARK ORDERS

Add Order Item

Order Type: Certificate of Fact Fact Type: Status

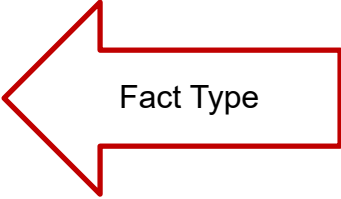
Filing Number: 7444706 Find Entity... Trademark Registration Number: Find Trademark...

Add Order Item Return To Search Results

Current Order Items for this Order

Delete	Order Details	Order Type
No order items have been entered for this order.		

Submit Order Cancel Order



After selecting “Certificate of Fact,” select a “fact type.” For a certificate of existence, select “status.” The certificate will reflect the entity status description shown in SOS records.



BUSINESS ORGANIZATION AND TRADEMARK ORDERS

Add Order Item

Order Type: Certificate of Fact Fact Type: Status

Filing Number: 7444706 Find Entity... Trademark Registration Number: Find Trademark...

Add Order Item Return To Search Results

Current Order Items for this Order

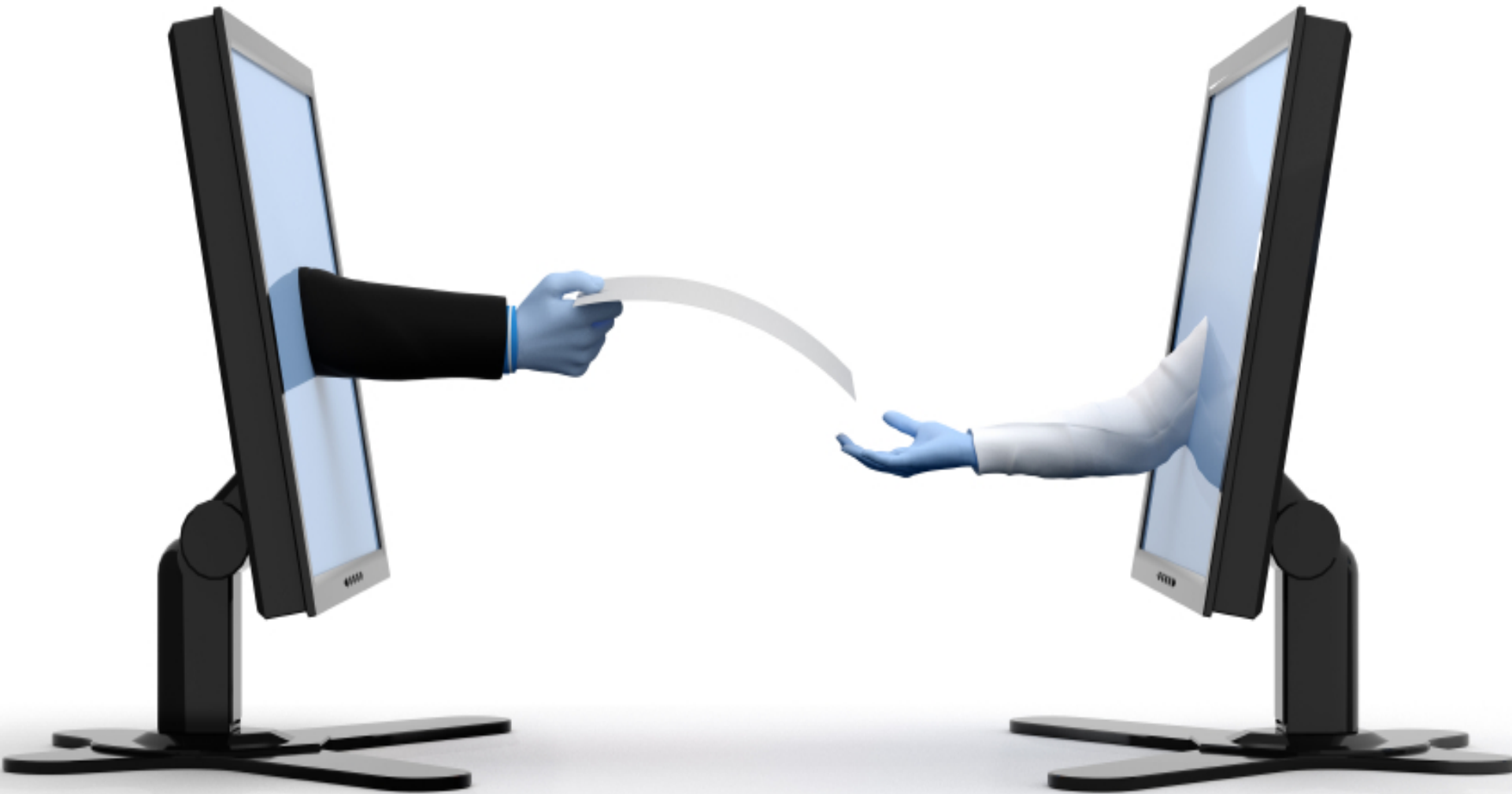
Delete	Order Details	Order Type
No order items have been entered for this order.		

Submit Order Cancel Order

Must click the “Add Order Item” button to add the order item selected. Click the “Submit Order” button, to transmit your order.



SOSDirect—Online Filings



Documents Available on SOSDirect

- Name reservations (no renewals)
- Foreign entity name registrations (no renewals)
- Certificates of formation
 - ✘ not for cooperative associations
 - ✘ not for entities created under special statutes
 - ✘ not for entities to be created by conversion
 - ✘ not for entities that want a limited duration
- LLP registrations (no annual reports)
- Applications for foreign registration



Change Documents Filed on SOSDirect

- Changes of registered office/agent (made by entity, not by agent)
- Assumed name certificates (only for active entities of record)
- Certificates of Termination (domestic entities)
- Applications for Certificate of Withdrawal
- Withdrawal of Registration of a Foreign LLP



Change Filings with Limitations

- Certificates of amendments *(limited to name changes)*
- Reinstatements *only after tax forfeitures*
 - ✘ *Simultaneous Reinstatement for Purpose of Termination*
 - ✘ *Reinstatement that requires an Amendment*
- Periodic reports for limited partnerships and nonprofit corporations *so long as the filing is timely*



Document Filing via SOSDirect

- Generally, best turnaround SOS provides. Usually between eight to twelve business hours.
 - ✓ Assumed Name Certificates filed within 2-3 hours of transmission.
- Available 24/7 for submissions and retrieving information.
- No expedite fees assessed.



Document Filing via SOSDirect

- File dates based on actual date of receipt by SOSDirect system as determined by time zone of filing office.
- **Exceptions**
 - Applications for Name Reservation
 - Foreign Entity Name Registrations

File Date is date of processing by SOS staff.



SOSDirect Filing Tips

- SOSDirect sessions expire if there's been no activity for 15 minutes.
- To avoid a “timeout” during web filing process, gather all information needed for the filing before you begin a session:
 - Correct spelling of managerial officials' names with correct address information;
 - Correct spelling of entity name; and
 - Ensure all required attachments are in appropriate file format.



Attachments

- Some online filings require additional documentation to be attached at time of filing.
 - Tax Clearance Letter for Reinstatement
 - Comptroller Certificate of Account Status for terminations and withdrawals
 - Notarized written consent to use of entity name when availability rules require consent
- Accepted file formats for attached files are: TIF, TXT and PDF



Certificate of Formation Attachments

- When attaching consent of registered agent, attach file when you are on the Registered Agent/Registered Office entry screen.
- Other attachments, such as Notarized Written Consent for Use of Name, or electronic files containing supplemental provisions for Certificate of Formation should be added at the Supplemental Information/Provisions screen.



Attachments That Lead to Rejection

- Do not attach a PDF copy of a drafted paper version of the same filing transaction to the electronic filing.
- Do not attach a PDF copy of the credit card payment form or copies of other documentation that contains information that is confidential or subject to redaction under state law.
 - Copies of tax report forms



Supplemental Text Box in SOSDirect

Text Boxes allow users to input optional provisions or to cut/copy and paste these provisions from another source document.

Do not include provisions that are inconsistent with certain pre-printed statements or default conditions/content of web form.

- Supplemental text can't include a limited duration clause in Certificates of Formation.



SOSDirect Helpful Hints

- SOS does not re-key the data you enter and submit through SOSDirect.
- The database and any certificates issued will reflect the entity name, and other information, exactly as you entered it.
- If you want the name on the account, or the client's entity name, and any managerial official's name to be in sentence case, don't use lower case.



Execution of Electronic Filings

Certificate of Formation
Limited Liability Company

[View instructions for corp web filing form 205.](#)

Organizer	
The name and address of the organizer are set forth below.	
Name	Address
Jo Doe for A-Z Organizers LLC	1010 Main St. Austin Texas 78701
<input type="button" value="Continue"/>	<input type="button" value="Cancel Filing"/>

- Pay attention to how you identify the organizer.
- Is organizer the firm? An individual employee of the firm? The client?
- ☞ Certificates of Correction need to be signed by an organizer.



Execution of Electronic Filings

Certificate of Formation
Limited Liability Company

[View instructions for corp web filing form 205.](#)

Execution

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Signature of organizer

Jo Doe, Manager of A-Z Organizers LLC

Typing your name in the execution field satisfies the signature requirement.

This document will become effective when the document is processed by the Secretary of State. If delayed effective date is entered, this document will become effective at the later date, which may not be more than ninety (90) days from the date it is processed by the Secretary of State.

Delayed Effective Date

(format mm/dd/yyyy)

If the person authorized to sign instrument is an entity, an authorized representative of that entity would sign and indicate individual's capacity in execution block.



Editing Electronic Filings

- **Do not** use Back Button of your web browser to edit information found on prior entry screens.
- Document Display Screen provides opportunity to review information in filing.



Please review the document displayed for accuracy. If corrections must be made press 'Edit Filing'. When complete press 'Submit Filing' to submit this filing.

[Submit Filing](#) (Fee: \$300.00) [Edit Filing](#) [Cancel Filing](#)

Fees paid by credit card are subject to the statutorily authorized convenience fee of 2.7% of total fees.

Secretary of State P.O. Box 13697 Austin, TX 78711-3697 FAX: 512/463-5709 Filing Fee: \$300	 Certificate of Formation Limited Liability Company	
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Article 1 - Entity Name and Type

The filing entity being formed is a limited liability company. The name of the entity is:

[SOSDirect Help Me! LLC](#)

Article 2 - Registered Agent and Registered Office

A. The initial registered agent is an organization (cannot be company named above) by the name of:

OR

B. The initial registered agent is an individual resident of the state whose name is set forth below:

Name:

[Carmen Flores](#)

C. The business address of the registered agent and the registered office address is:

Street Address:

[111 Main St Austin TX 78711](#)

Document
Display
Screen
Submit button
Edit Option
Cancel Option

- Review text and options selected.
- Use Edit Filing to edit text or options.

Editing Electronic Filings

- Certain errors cannot be corrected by using the Edit Filing function. You must select Cancel Filing and start over.
 - Revising beginning date of business on a foreign registration
 - Revising number of partners in an LLP registration



[View instructions for corp web filing form 205.](#)

Article 3 - Governing Authority

Management Type

- The limited liability company is to be managed by managers. The names and addresses of the initial managers are set forth below:
- The limited liability company will not have managers. Management of the company is reserved to the members. The names and addresses of the initial members are set forth below:

Manager/Member Name and Address Information

Edit	Delete	Action	Name	Address
Edit	Delete	Added	Carmen Flores, Manager	111 Main St Austin, TX 78711 USA
Add Manager/Member				

Continue Cancel Filing

Common editing error may lead to rejection.

- Edit to LLC management structure requires more than change to radio button option.
- Must delete names and addresses of governing persons first, make alternate management option selection, then re-enter names and addresses.



Email Acknowledgments of Processing

- Open e-mails and links to zipped files as soon as practical.
- Documents in zipped files and in your Briefcase available for only 14 days.
- Do not assume that document has been filed.
Document submitted may have been rejected!



E-mail Acknowledgments-Packing Slip

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Rolando B. Pablos
Secretary of State

Office of the Secretary of State Packing Slip

February 27, 2017

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Attn: Secretary of State - Carmen Flores
Secretary of State - Carmen Flores
1019 Brazos St., Suite 205
Austin, TX 78701

Summary of web transactions.
Sent at close of session by
separate e-mail. SOS cannot
"turn off" this notification.

Batch Number: 71832336

Batch Date: 02-27-2017

Filter these e-mails to
a separate folder.

Client ID: [REDACTED]

Return Method: Email

Client Reference: TestClient1A

Document Number	Document Detail	Number / Name	Page Count	Fee
718323360002	Find-Global	Twin Liquor		\$0.00

Online SOS Resources



Certificate Validation

<https://sosdirectws.sos.state.tx.us/pdfondemand/CertValidation.aspx>

The online certificate validation process can be used to verify that a certificate of filing or a certificate of fact has, in fact, been issued by the Corporations Section of the Texas Secretary of State.

Uses the document number found at the bottom of each certificate.



Business Filing Tracker

<https://webservices.sos.state.tx.us/filing-status/status.aspx>

- Documents will appear on the status list as “Received” once they have been entered into the system. Once a document has been filed or rejected, the status will be updated and the certificate of filing or rejection letter is available for viewing.



Web Filing Instructions

Help/Fees Tab

TEXAS SECRETARY OF STATE

ROLANDO PABLOS

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Business Organizations Web Filing Requirements

- [201: Certificate of Formation for a Texas For-profit Corporation](#)
- [202: Certificate of Formation for a Texas Nonprofit Corporation](#)
- [203: Certificate of Formation for a Texas Professional Corporation](#)
- [204: Certificate of Formation for a Texas Professional Association](#)
- [205-206: Certificate of Formation for a Texas Limited Liability Company](#)
- [207: Certificate of Formation for a Texas Limited Partnership](#)
- [301: Application for Registration by a Foreign For-profit Corporation](#)
- [302: Application for Registration by a Foreign Nonprofit Corporation](#)
- [303: Application for Registration by a Professional Corporation](#)
- [304-305: Application for Registration by a Foreign Limited Liability Company](#)
- [306: Application for Registration by a Foreign Limited Partnership](#)
- [307: Application for Registration of a Foreign Limited Liability Partnership](#)
- [309: Out-of-State Financial Institution Application for Registration](#)
- [401: Change of Registered Agent/Registered Office](#)
- [424: Certificate of Amendment \(Name Change Only\)](#)
- [501: Application for Reservation of an Entity Name](#)
- [502: Name Registration for a Foreign Corporation, Limited Liability Company or Limited Partnership](#)
- [503: Assumed Name Certificate for Filing with the Secretary of State](#)
- [608: Certificate of Withdrawal of Registration](#)
- [609: Withdrawal of Registration for Limited Liability Partnership](#)
- [651: Certificate of Termination of a Domestic Filing Entity Pursuant to the Texas Business Organizations Code \(excluding nonprofit corporations\)](#)
- [652: Certificate of Termination of a Domestic Nonprofit Corporation Pursuant to the Texas Business Organizations Code](#)
- [701: Registration of a Texas Limited Liability Partnership](#)
- [801: Application for Reinstatement and Request to Set Aside Revocation or Forfeiture](#)
- [802: Periodic Report of a Nonprofit Corporation](#)
- [803: Annual Statement of a Professional Association](#)
- [804: Periodic Report of a Limited Partnership](#)

Frequently Asked Questions

www.sos.state.tx.us/corp/generalfaq.shtml

Formation of Texas Entities	Amendments and Corrections	Name Filings
Mergers and Conversions	Terminations and Reinstatements	Foreign or Out-of-State Entities
Nonprofit Organizations	Management and Ownership	Registered Agents
Home or Property Owners' Assns.	Business Organizations Code	Filing & Other General Questions
SOSDirect	Trademarks	Service of Process Information

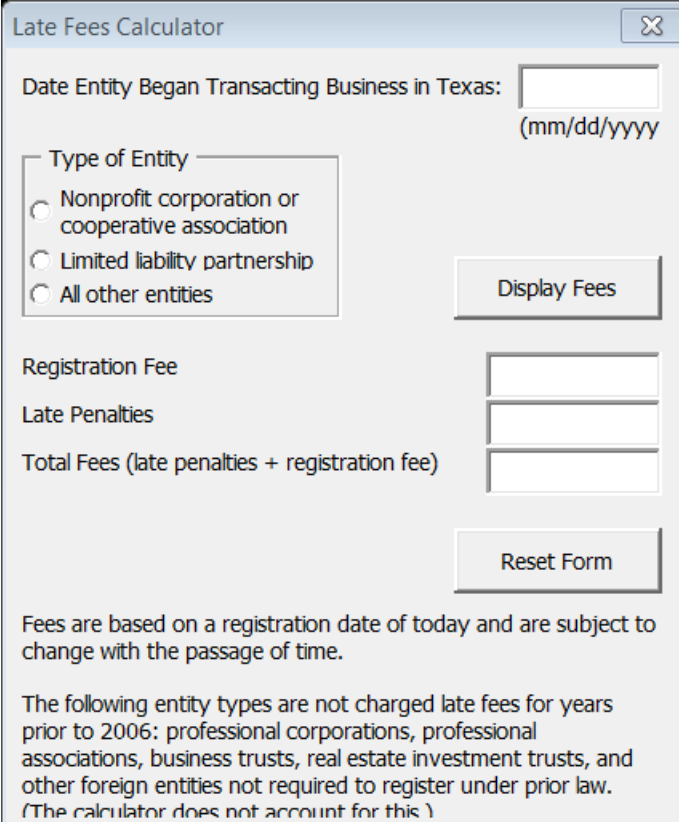


Late Fee Calculator

Late filing fee = filing fee for registration for each year or part of a year that the foreign entity transacted business without being registered.

SOS provides tool on its website for calculating late fee:

www.sos.state.tx.us/corp/foreign_outofstate.shtml



The screenshot shows a web application titled "Late Fees Calculator". It features a date input field for "Date Entity Began Transacting Business in Texas:" with a placeholder "(mm/dd/yyyy)". Below this is a "Type of Entity" section with three radio button options: "Nonprofit corporation or cooperative association", "Limited liability partnership", and "All other entities". To the right of these options is a "Display Fees" button. Below the "Type of Entity" section are three input fields for "Registration Fee", "Late Penalties", and "Total Fees (late penalties + registration fee)". A "Reset Form" button is located at the bottom right of the form area. At the bottom of the application, there is a disclaimer: "Fees are based on a registration date of today and are subject to change with the passage of time." and a note: "The following entity types are not charged late fees for years prior to 2006: professional corporations, professional associations, business trusts, real estate investment trusts, and other foreign entities not required to register under prior law. (The calculator does not account for this)".



Need Help?

Contact SOS by Email

Name availability & general entity information:

corpinfo@sos.texas.gov

Request copies or certificates of fact:

corpcert@sos.texas.gov

Legal questions relating to filing issues:

corphelp@sos.texas.gov

SOSDirect assistance & issues:

sosdirect@sos.texas.gov

