



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Comptroller.Texas.Gov

Month Day, Year

Company Name
Address

Taxpayer number	TX 11-digit tax id # (here)
File number	SOS filing number (here)
WebFile number	FQ666666

Dear Taxpayer:

Congratulations on registering your business with the Texas Secretary of State. In addition to being the state's chief financial officer and tax collector, I am a strong advocate for growth in our economy, and my office plays an important role in ensuring businesses like yours continue to thrive in the state of Texas. Part of that responsibility is to be a resource when your business needs assistance.

Customer service is my top priority, and my staff is ready to help you with questions related to your business' state tax responsibilities. The agency website, www.comptroller.texas.gov, contains a wealth of resources about the various taxes we administer. There you can find publications, answers to frequently asked questions, tax rules, electronic reporting options and more. In the right hand corner of each page, there is a link to "contact us," where you will find information on how to reach us if you do not find your answer online.

The Secretary of State notified us that your company was recently registered with their office. The company you registered is subject to the franchise tax, which my office administers. Accordingly, we have created a franchise tax account based on the information you provided at the time of registration.

Please review and update your account information at your earliest convenience. Most important to ensure the address we have on file is the address where your company wants to receive tax mailings from us.

To view and correct your account information, go to www.comptroller.texas.gov/taxes/file-pay/. If you have not used WebFile before, you will register as a new user, and there is a video to assist you with that process. When you are ready to get started, select the Franchise Tax Accountability Questionnaire under Other Electronic Reporting Tools. Select "continue to log in" at the bottom of the page to sign in. You will need the WebFile number located at the top of this letter.

The company's first franchise tax report is due on 05/16/2022. We will send you a reminder letter with filing instructions well before the due date. You can contact our office for assistance at 1-800-252-1381.

I appreciate the work you do and the contributions you make to Texas. I wish you the best of luck in all your business endeavors.

Sincerely,



Glenn Hegar

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

WWW.WINDOW.STATE.TX.US



Company name and address (here)

Taxpayer number TX 11-digit tax id # (here)	
File number SOS filing number (here)	
WebFile number XT988603	
Report year 2012	Due date 05/15/2012

Franchise Tax Annual Report Filing Notice

This letter is your reminder that an annual Texas franchise tax report is due on the above date.

Texas tax law requires you to file the appropriate franchise tax report and information report each year, even if no tax is due or you have no activity to report. Beginning with reports originally due after Sept. 30, 2011, taxable entities will be assessed a \$50 penalty when a report is filed late. The penalty will be assessed regardless of whether the entity subsequently files the report or whether any taxes were due for the period covered by the report. The \$50 penalty is due in addition to any other penalties assessed for the reporting period. For help deciding which forms to file, visit www.window.state.tx.us/taxinfo/franchise/whichforms.html.

Save time, money and paper by visiting www.window.state.tx.us/webfile. Use WebFile to electronically submit your franchise tax report forms, extend your time to file or pay taxes due. Taxpayers using WebFile for the first time will need the WebFile number listed on this letter to create a password for future access.

Franchise tax information is available online at www.franchisetax.tx.gov. For additional assistance, email us at tax.help@cpa.state.tx.us, or call 1-800-252-1381 or 512-463-4600. You can also sign up for email updates on the Comptroller topics of your choice at www.window.state.tx.us/subscribe.

Passive Entities

Effective Jan. 1, 2011, passive entities that are registered or are required to be registered with either the Texas Secretary of State or the Comptroller's office must file a No Tax Due Information Report (Form 05-163) each year to affirm the entity qualifies as passive for the accounting period covered by the annual report.

Combined Reporting

Taxable entities that are part of an affiliated group engaged in a unitary business must file a combined group report (Section 171.1014, Texas Tax Code).

- The reporting entity is required to file the franchise tax report and information report on behalf of each member to avoid the affiliate's account status being negatively affected.
- A reporting entity requesting an extension of time to file the franchise tax report must file the Texas Franchise Tax Affiliate List (Form 05-165) with the Extension Request (Form 05-164).

Additional Reporting Requirement for Combined Group with Temporary Credit

The reporting entity of a combined group with a temporary credit for business loss carryforward preserved for itself and/or its affiliates must submit common owner information by the due date of the report. The information must be submitted to satisfy franchise tax filing requirements, even if the combined group is not claiming the credit on the current year's report. For 2012, submit the common owner information electronically at www.window.texas.gov/commonowner/.