

Office of Laura Hughes, County Clerk, Kaufman County, Texas

ASSUMED NAME CERTIFICATE OF OWNERSHIP

ANY QUESTIONS REGARDING FILLING OUT OR FILING THIS CERTIFICATE NEED TO BE ADDRESSED WITH THE TEXAS STATE COMPTROLLER AT 1-800-252-5555

NEW BUSINESS NAME: _____

Physical and Mailing Business Address: _____

City: _____ State: _____ Zip: _____

County Business is Conducted in _____

Type of Business (Ex: Retail Sales, Mfg, Car Repair) _____

Period during which assumed name will be used: _____ to _____

Notice: An "Assumed Name Certificate" is valid only for a period not to exceed 10 years from the date filed in the County Clerk's Office Business is to be conducted as: (Choose One)

___ Individual ___ General Partnership ___ Limited Partnership ___ Other _____

NAME OF OWNERS	
NAME _____	TITLE _____
ADDRESS _____	
SIGNATURE _____	
NAME _____	TITLE _____
ADDRESS _____	
SIGNATURE _____	
NAME _____	TITLE _____
ADDRESS _____	
SIGNATURE _____	

STATE OF TEXAS COUNTY OF KAUFMAN

Before me, _____, in and for said County and State, on this day personally appeared _____

Known to me to be the person whose name subscribed to the foregoing Certificate, and acknowledge to me that he/she executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office, this the _____ day of _____, 20_____.

Laura Hughes
Kaufman County Clerk

Notary Public

By Deputy Clerk

Return To: _____

Indicate whether the registrant is: an Individual; a Partnership; an Estate; a Real Estate Investment Trust; a Company; a Corporation or Other.

Definitions of business types:

Individual: Business usually unincorporated and owned and controlled exclusively by one person. Such a business is commonly designated a "sole proprietorship"

General Partnership: A partnership in which the parties carry on all their trade and business, whatever may be, for the joint benefit and profit of all parties concerned, whether the capital stock be limited or not, or the contributions thereto be equal or unequal. One in which all the partners share the profits and losses as well as the management equally, though their contributions may vary.

Limited Partnership: A partnership consisting of one or more general partners, jointly and severally responsible as ordinary partners, and by whom the business is conducted, and one or more special partners, contributing in cash payments a specific sum as capital to the common stock, and who are not liable for the debts of the partnership beyond the fund so contributed.

Other: Sole Practitioner, Joint Venture, Joint Stock company, Real Estate investment trust or Corporation.

If the registrant is:

- **Individual:** The Name of Business and Name of Owner sections should be individual's full name, title, if applicable, and residence address.
- **Partnership:** The Name of Business section should list the venture or partnership name, and the partnership office address. Name of Owners should include the full name of each joint venturer or general partner, their title (see below) and the residence address, if it is an individual, or its office address, if it is not an individual.
- **Estate:** The Name of Business section should be the name of the estate, and the estate's office address, if any. Name of Owners should include the full name of each representative of the estate, their title (see below), residence address, if an individual, or its office address, if not an individual.
- **Real Estate Investment Trust:** The Name of Business section should be the name of the trust and the address of the trust. Name of Owners should include the full name of each trustee manager, their title (see below), residence address, if an individual, or its office address, if not an individual.
- **Company:** (Other than a real estate investment trust or a corporation) The Name of Business section should be the name of the company or corporation and business address. Name of Owners should include the state, county or other jurisdiction under the laws of which it was organized, incorporated, or associated, and its office address.
- **Corporation:** The Name of Business section should be the name of the corporation as stated in its articles of incorporation or association or comparable document, (the state, county, or other jurisdiction under the laws of which it was incorporated or associated and address of its registered or similar office in that state, county, or jurisdiction, if required to maintain a registered office in this state, the address of such registered office and the name of its registered agent at such address, and the address of its principal office if not the same as that of its registered office in this state; if the corporation is not required to or does not maintain a registered in this state, its office address in this state and if the corporation is not incorporated, organized or associated under the laws of this state, the address of its place of business in this state and its office address elsewhere, if any.

Title Types:

Individual, General Partner, Joint Venture, Representative, Trustee Manager, Company/Corporate Office, Attorney In Fact and Registered Agent and/or Indicate registered Office Address, ECT...

**** THIS INFORMATION IS PROVIDED AS A HELPFUL SERVICE AND DOES NOT
CONSTITUTE LEGAL ASSISTANCE ****

KAUFMAN COUNTY APPRAISAL DISTRICT
P. O. BOX 819
3950 S. HOUSTON ST
KAUFMAN, TX 75142
Phone(972) 932-6081 Fax 972-932-4749

If you do not start your business the year you file a DBA, or if your business closes, please contact us in writing immediately. Failure to notify this office may result in taxes still being owed against your business.

VERY IMPORTANT **PLEASE READ**

This letter is to notify **all** persons filing a DBA of the law under the *Texas Property Tax Code* concerning filing Business Personal Property Renditions.

A rendition is a form or communication a property owner may use to report the taxable property he or she owns or manages as a fiduciary on January 1 to the Appraisal District. The rendition identifies, describes and gives the location of the taxable personal property. Taxable personal property includes all property that is not real property, used in the course of business and commonly including furniture and fixtures, hand tools, machines & equipment, computers, vehicles, store merchandise and inventory. The Kaufman County Appraisal District mails a rendition form each year around January 31st as a courtesy to business owners. If you do not receive it, you are still required, by law, to file a rendition and may contact us for the form.

The State Of Texas requires that ALL businesses render Business Personal Property by **April 15 every year**. Upon a *written* request, we will grant a 30-day extension-filing deadline. The Appraisal District must receive this request no later than the original deadline date of April 15. If a company fails to send the rendition in by the deadline, we will be required by LAW to impose a **10% penalty** on the taxable value. If no rendition is received, we may impose a **20% penalty** to the appraised value.

The *Texas Property Tax Code* requires that the Chief Appraiser impose an additional **50% penalty** if a court determines that (1) you filed a false statement or report with the intent to fraud or to evade taxes, or (2) you altered or destroyed records or other information in the course of a lawsuit to do this.

Each owner/agent will still have their rights to protest the appraised value with the Appraisal Review Board. This notification process will not change.

You may read the *Texas Property Tax Code* and other information at the State Comptrollers website: www.window.state.tx.us

Sincerely,
Darla West
Business Personal Property Director

BUSINESS START-UP CHECK LIST

Listed below is information that should be helpful when starting a new business in Texas. Depending on the type of business enterprise, there may be specific regulatory requirements. For assistance in determining these requirements, please call the Texas Department of Economic Development Business Information and Referral at 800/888-0511 or 512/932-0082 in Austin.

BUSINESS STRUCTURE AND NAME

The first step in starting a business is to determine the basic legal structure of the business, and to properly record the business name. This step is important when starting a business, since financial implications vary depending on which legal structure is selected. These range from corporation responsibilities for annual franchise tax fees to personal liability for business dealings as a sole proprietorship. The business name selected is the identifying and marketing component of the business. It should be given much thought and consideration. To register a corporation, limited partnership or to obtain a Certificate of Authority required for foreign companies to do business in Texas, contact the Secretary of State, P. O. Box 12697, Austin Texas 78711, 512/463-5555, (<http://www.sos.state.tx.us>). Unincorporated businesses must file an assumed name certificate with the county clerk's office in the county that the business will be located.

FEDERAL TAX ID

For a federal tax identification number and any other federal tax information, contact the Internal Revenue Service, East Rundberg Lane, Suite H-4, Austin, Texas 78701, 800/829-1040, (<http://www.irs.ustreas.gov/>). To order a Business Tax Kit and/or other tax publications, call 800/829-3676.

SOCIAL SECURITY NUMBER

To inquire about a social security number, contact the Social Security Administration, 903 San Jacinto Blvd., Austin, Texas 78701, 512/916-5404 or 800/772-1213, (<http://www.ssa.gov>).

SALES TAX PERMIT

To obtain a state sales tax permit or for information on other state tax responsibilities, contact the Comptroller of Public Accounts, LBJ State Office Building, 111 East 17th Street, Austin, Texas 78774, 512/463-4600 or 800/252-5555, (<http://www.cpa.state.tx.us>).

EMPLOYER REQUIREMENTS

To obtain an employer identification number, contact the Texas Workforce Commission, 101 East 15th Street, Austin, Texas 78778-0001, 512/463-2731, (<http://www.twc.state.tx.us>). The Commissioner's office representing employers provides an information package for employers. To obtain the package call 512/463-2826 or 800/832-9394.

NEW HIRE PROGRAM

Effective October 1, 1998, in accordance with the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, all Texas employers are required to report certain information on newly hired and rehired employees to the State Directory of New Hires. To receive an employee packet from the Texas Workforce Commission, contact Texas Employer New Hire Reporting, Operations Center, P. O. Box 149224, Austin, Texas 78714-9224, 888/839-4473.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

For information on the requirements of the Americans With Disabilities Act, contact the Texas Governor's Committee on People With Disabilities, P. O. Box 12428, Austin, Texas 78711, 512/463-5739, (http://www.governor.state.tx.us/Disabilities/disabilites_index.html).

DRUG-FREE WORKPLACE REQUIREMENTS

To inquire about drug-free workplace requirements for Texas employers with 15 or more employees who maintain workers' compensation coverage, contact the Texas Drug-Free Workplace initiative, 2525 Wallingwood, Bldg. 5, Austin, Texas 78746, 512/328-1144 or 800/343-3822.

SAFTY REQUIREMENTS

For specific regulations regarding safety in the workplace, contact the U.S. Department of Labor-OSHA, Regional Office, 525 Griffin Street, Room 602, Dallas, Texas 75202, 214/767-4731, (<http://www.osha.gov/>).

WORKERS' COMPENSATION

For information on workers' compensation classifications, contact the Texas Department of Insurance, 333 Guadalupe, Austin, Texas 78701, 512/322-3493, (<http://tdi.state.tx.us>). To become more familiar with the basic requirements for workers' compensation in Texas or for a new law guide, a quarterly newsletter and an informational brochure for employers, contact the Texas Workers' Compensation Commission, 4000 South IH 35, Austin, Texas 78704, 512/448-7900.

LOCAL REQUIREMENTS

For local regulations, contact the city clerk of the city in which the business will be located.

FOREIGN OWNERSHIP

To obtain an Investor's Visa, a petition must be filed with the Immigration and Naturalization Service Center having jurisdiction over the area in which the new commercial enterprise will be principally doing business. For a business that will locate in Texas, contact the U.S. Immigration and Naturalization Service Dallas 214/655-5384, El Paso 915/872-5888, Houston 281/847-7900, Harlingen 956/425-7342, San Antonio 210/967-7065, (<http://www.ins.usdoj.gov/>).

We recommend you consult a professional tax consultant, accountant, and/or attorney to ensure that all legal requirements are satisfied before operations are begun.

STATE COMPTROLLER
9241 LBJ FWY
SUITE 205
DALLAS, TX 75243

1-800-252-5555
972-671-7166 North West Dallas Office
972-709-4357 South West Dallas Office