

INSTRUCTIONS

***You have certain rights** under Chapters 552 and 559, Government Code, to review, request, and correct information we have on file about you. Contact us at the address or toll-free number listed on this form.*

NOTE: All information listed on the Public Information Report is public information.

Filing Requirements: The Public Information Report (PIR) is due on the date the franchise tax report is due. It must be **completed** and **signed** by an officer or director of the corporation or limited liability company, or other authorized person and mailed to the following address:

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
111 E. 17th Street
Austin, TX 78774-0100

Even if the franchise tax report is filed and all taxes paid, the corporate privileges may be forfeited for failure to file the completed, signed PIR. The effects of forfeiture may include the denial of the corporation's right to sue or defend in a Texas court, and each officer and director may become personally liable for certain debts of the corporation. (*Tex. Tax Code Secs. 171.251 and 171.252*)

Changes to the registered agent or registered office must be filed directly with the Secretary of State, and cannot be made on this form. The changes can be made online or on forms downloaded from their website at http://www.sos.state.tx.us/corp/forms_option.shtml.

Section A: Report the name, title, and mailing address of each officer and director of the corporation as of the date the report is filed. If ALL the preprinted information in Section A is correct, blacken the circle on the front of the form. Otherwise, mark through any incorrect information and type or print the correct information next to the incorrect item or, if Section A is blank, complete Section A.

Domestic profit corporations and domestic professional corporations must list all officers, which must include the president and secretary, and all directors. One person may hold all offices. *Domestic non-profit corporations* must list all officers. Different persons must hold the offices of president and secretary. There is a minimum of three directors. *Domestic limited liability companies* must list all managers and, if the company is member-managed, list all members. All officers, if any, must be listed. *Out of state entities* must list all officers and directors that are required by the laws of the state or country of incorporation or organization.

Sections B and C: This information will not be preprinted. Complete both sections as applicable.

Processing, Accessing, and Correcting Information Reported on the PIR: Reports filed by Texas corporations and corporations with a Certificate of Authority are sent to the Secretary of State, as required by law. After processing, officer and director information from the report is made available on the Certificate of Account Status website, <http://ecpa.cpa.state.tx.us/coa/Index.html>. If the information is not available online, request a copy of the most recent PIR by contacting us at open.records@cpa.state.tx.us, or write to the Texas Comptroller of Public Accounts, Open Records Division, P. O. Box 13528, Austin, Texas 78711-3528.

Changes to officer and director information that occur after the report is filed, should be reported to the Comptroller on the next PIR the corporation is required to file. The Comptroller will not accept changes during the year, except as noted below.

An individual whose name was included on the report, but who was not an officer or director on the date the report was filed, may file a sworn statement to that effect with the Comptroller. A corporation that made an error on its PIR may file an amended PIR with a cover letter explaining the error.

Contact Us:

By Phone: (800) 252-1381

In Austin, (512) 463-4600

By mail: Texas Comptroller of Public Accounts, P. O. Box 13528, Austin, Texas 78711-3528

By email: tax.help@cpa.state.tx.us