FILING AN ASSUMED NAME CERTIFICATE

A company doing business in Texas must file an assumed name certificate (D.B.A. or ‘doing business as’) with the County Clerk of each county in which the business will be conducted. Assumed name certificates are good for 10 years from the date of filing.

NOTE: Filing an assumed name certificate does not prevent another party from using the same name. In the event of duplicate filings all legal questions arising from conflicts between companies will have to be settled through the judicial system.

The withdrawal of a partner or abandonment of an assumed name is recorded in the same office.

Recording Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Assumed Name, Abandonment or Withdrawal:</td>
<td>$23.00 + $0.50 per ea. addl. owner name + $5.00 acknowledgement fee + $4.00 for each additional attached page</td>
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THINKING ABOUT OPENING A NEW BUSINESS?

Basic steps to starting a business:

1. File an unincorporated assumed name (D.B.A.) certificate with the County Clerk in the county/counties where the business is located and/or will conduct business.
2. Corporations and incorporation documents are filed with the Secretary of State in Austin 512-463-5555. Forms and information are available on the Secretary of State’s web site: www.sos.state.tx.us/corp/index.shtml.
3. To obtain a state sales tax ID #, contact the State Comptroller at 512-936-0101 or 1-800-888-0511, or their web site: www.texastax.state.tx.us.
4. To order a business tax kit and other publications from the IRS, call 800-829-3676.
5. A federal tax ID # is available through the IRS at 1-800-829-4933. Online application and forms are available on their web site: www.irs.ustreas.gov/businesses/small/index.htm.
6. Information is also available online at www.uspto.gov.
7. Employer’s ID# – contact the Texas Workforce Commission at 512-463-2731 or 800-832-9394.
8. Information is also available on their web site: www.twc.state.tx.us.
9. For safety regulations, contact OSHA at 1-800-321-OSHA. Information is also available at www.osha.gov.
10. For patent or copyright information, contact:

US Patent and Trademark Office
Arlington, VA 22313
1-800-786-9199
www.uspto.gov

Library of Congress Copyright Office
Washington, DC 20559
202-707-3000
www.copyright.gov

11. If the business is operated in a home, review the deed restrictions and contact the homeowners’ association.
12. If the business is located in a city or its jurisdiction, contact that city for possible permit requirements.
13. Contact the Williamson County and Cities Health District for a business involved in food preparation at 512-248-7620. They are located at: 355 Tx Ave, Round Rock Texas