

How to Form Your New LLC

E-file with the Texas Secretary of State

1) <http://www.sos.state.tx.us/>

a) Business Filings tab

i) Forms, Filing Options, & Fees

(1) Business/Nonprofit Forms

(a) Select: Online Filing available through SOSDirect – click link

b)

c)

d)

Formation of Business Entities and Nonprofit Corporations Under the Texas Business Organizations Code:

Online filing available through SOSDirect

Form Number	Description
*201	Certificate of Formation for a For-Profit Corporation - Form to be used to incorporate a for-profit corporation. Rev. 06.18 (# of pages - 6) (Word, EDE)
*202	Certificate of Formation for a Nonprofit Corporation - Form to be used to incorporate a nonprofit corporation. Rev. 06.18 (# of pages - 8) (Word, EDE)
*203	Certificate of Formation for a Professional Corporation - Form to be used to form a professional corporation. Rev. 06.18 (# of pages - 7) (Word, EDE)
*204	Certificate of Formation for a Professional Association - Form to be used to form a professional association. Rev. 06.18 (# of pages - 7) (Word, EDE)

2) SOSDirect – <https://direct.sos.state.tx.us/>

a) Create an Account

i) Can use any email, it will not be tied to the LLC

ii) Credit Card required, but will not be charged unless you order services

b)

c) After you create an account for SOSDirect and sign in, select “Enter Site”

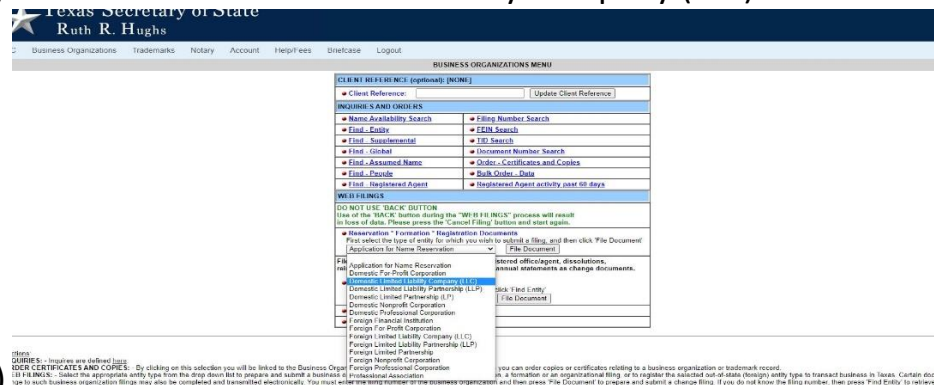


d)

3) Select the ‘Business Organizations’ tab on SOSDirect

i) Go to ‘Web Filings’ – click the dropdown arrow

(1) Select: ‘Domestic Limited Liability Company (LLC)’



(2)

4) For Filing Type, select “Certificate of Formation”



Instructions:

- Select filing type and press 'Continue'.
- Press 'Cancel Filing' to return to the Business Organizations menu.
- If you received a message that you have insufficient funds available in your client account for this transaction, then begin a new session.

a)



- 5) For Entity Name and Type, select “Limited Liability Company”
- a) Search for desired company name to check availability
 - i) Once you find available name you want, click ‘continue’

TEXAS SECRETARY OF STATE
CARLOS H. CASCOS

UCC Business Organizations Trademarks Notary Account Help/Fees Briefcase Logout

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

Article 1 - Entity Name and Type

Organization Type

- 1. Limited Liability Company
- 2. Professional Limited Liability Company

The name of the limited liability company is as set forth below.

Chartres Court, LLC

If **option 1** is selected, the name of the entity must contain the words "Limited Liability Company" or "Limited Company," or an accepted abbreviation of such terms. If **option 2** is selected, the name of the entity must contain the words "Professional Limited Liability Company" or an accepted abbreviation of such terms. The name must not be the same as, deceptively similar to or similar to that of an existing corporate, limited liability company, or limited partnership name on file with the secretary of state.

Name Availability Search

Thank you for conducting a preliminary search. A final determination of the availability of this name will be made by a SOS employee when the document is submitted for filing.

A preliminary check for "name availability" is recommended.

WARNING: The rules relating to entity name availability are complex. Even if you believe that the search results indicate that the name is available, the Secretary of State might reject the document after performing its own name search and review.

Continue Cancel Filing

b)

- 6) Enter the Person or Business that will act as the Registered Agent for the LLC
- a) This cannot be the LLC itself.
 - b) The address used cannot be a PO Box, must be a physical address

Certificate of Formation
Limited Liability Company

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

Article 2 - Registered Agent and Office

Business Name *

OR

Last Name * First Name * Middle Name Suffix

Murry Jenny None ▼

Address *

14315 Still Meadow

City * State * Zip Code * Zip Ext

Houston TX 77079 -

CONSENT

Consent attached. Consent on file with entity.

Continue Cancel Filing

Important Information:
A person who is named as the registered agent must have consented to serve in that capacity.

c)

7) Governing Authority

- a) A limited liability company may be governed or managed by managers or management of the limited liability company may be reserved to the members of the company. The default management type is set as 'manager-managed.' If the LLC will not have managers and is to be managed by its members, then you must select the alternative management type on the management screen.
- b) If the company is to be managed by managers, provide the name and address of each manager.
- c) If the LLC is to be managed by its members, provide the name and address of each member. If a member or manager is not an individual, provide the full name of the legal entity in the space provided for a legal entity name.
- d) Press the "Add Manager/Member" button to initiate the entry of management name and address information. After entering the information, click on "Update" to return to the Governing Authority Screen to continue.

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

Article 3 - Governing Authority

Business Name *

OR

Last Name * First Name * Middle Name Suffix
None ▼

Address *

1127 Eldridge Parkway Ste. 300 #112

City * State * Zip Code * Zip Ext
HOUSTON TX 77077 -

Country *
UNITED STATES OF AMERICA ▼

Update Cancel

e)

8) Enter the Organizer's Name and Address

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Organizer	
The name and address of the organizer are set forth below.	
Name	Address
<input type="text"/>	<input type="text"/>
<input type="button" value="Continue"/>	<input type="button" value="Cancel Filing"/>

a)


9) Enter the Signature of the Organizer

[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
<input type="text"/>
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 <input type="text"/> (format mm/dd/yyyy)
<input type="button" value="Continue"/> <input type="button" value="Cancel Filing"/>

a)

10) Double Check all information for accuracy

Please review the document displayed for accuracy. If corrections must be made press 'Edit Filing'. When complete press 'Submit Filing'.		
<input type="button" value="Submit Filing (Fee: \$300.00)"/>	<input type="button" value="Edit Filing"/>	<input type="button" value="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	
Article 1 - Entity Name and Type		
The filing entity being formed is a limited liability company. The name of the entity is: Chartres Court, LLC		
Article 2 - Registered Agent and Registered Office		
<input type="checkbox"/> A. The initial registered agent is an organization (cannot be company named above) by the name of: <input type="text"/>		
OR		
<input checked="" type="checkbox"/> B. The initial registered agent is an individual resident of the state whose name is set forth below: Name: Jenny Murry		
C. The business address of the registered agent and the registered office address is: Street Address: <input type="text"/>		

a)

11) Select "Submit Filing"

- a) Processing of your filing will typically take 2-3 Business Days.
- b) You will not be charged the filing fee (\$300) until the filing has been approved.

12) Save a copy of your receipt/confirmation page

- 13) You will receive an email with an update on your filing. You can also check the 'Business Filing Tracker' on the Texas SOS homepage.

The screenshot shows the homepage of the Texas Secretary of State, Ruth R. Hughs. At the top, there is a navigation menu with links for Elections, Business Services, Notary, Apostilles & Authentications, Rules & Open Meetings, International Relations, and Forms & Other Services. A COVID-19 notice is displayed below the menu, stating that the James E. Rudder Building is closed to visitors and customers, but business and public filings remain available 24/7 through SOSDirect or SOSUpload. The main content area features a search bar with the text "How May We Assist You?" and a "Go" button. To the left of the search bar is a portrait of Secretary Ruth R. Hughs. In the center, there is a logo for VOTETEXAS.GOV with a description: "VoteTexas.gov provides voter information ranging from registering to vote to what's on the ballot to even questions on voter I.D." To the right, there is a section for SOSDirect, which includes a list of popular links. The link "Track your UCC filings" is circled in red. Below the popular links section, there is a heading for "Initiatives and Partnerships".

Secretary
Ruth R. Hughs

How May We Assist You?

Use Our Search Go

VOTETEXAS.GOV

VoteTexas.gov provides voter information ranging from **registering to vote** to **what's on the ballot** to even questions on **voter I.D.**

SOSDirect
Business Searches and Online Filings.

Popular Links

- ▶ **New:** SOSUpload
- ▶ Track your business filing
- ▶ Ordering copies and certificates
- ▶ Find a form
- ▶ Starting a Business
- ▶ Retail Spa Closures
- ▶ **Track your UCC filings**
- ▶ Business "Certificate of Filing" verification

Initiatives and Partnerships

a)