

Texas Annual Conference of the UMC
5215 Main Street
Houston, TX 77002

Verifying Incorporation Status

To check status of incorporation at the State of Texas: www.window.state.tx.us. Click on Search Franchise Tax Account Status. Scroll down and click Corporation Search, provide the information requested, click search button.

To get these forms go to: www.sos.state.tx.us

Click on Business Filings, then Forms, Filing options, & fees, and then click on Business/Non/Profit. Several form numbers appear and you go down and click Form 202 or Form 401.

Form 202 is the revised form (1/06) to use for filing for incorporation. The filing fee is \$25. You must follow the guidelines for the State of Texas and also reference the book of discipline in your Articles on Incorporation, By-Laws, and resolutions. A packet can be sent to you explaining in more detail from Peggy Z. Miller, Center for Connectional Resources-email: pzmiller@methodists.net

If you need to send a change of registered agent, use Form 401. The filing fee is \$5. The registered agent is an individual Texas resident (in your case – a member of your church that is responsible for receiving service of process or other official notice.

*Note to those filing for incorporation: Remember, that once you have prepared all the paperwork and filed for incorporation, you still have a final step to do. Once you receive your incorporation papers from the State of Texas, you must send a letter to be exempted from the State Franchise Tax. Your request should be on church letterhead. You will need to send a copy of the certificate and a copy of a letter from the Treasurer's Office of the Texas Annual Conference stating that your church is part of the Conference. It would also help to send a copy of your church bulletin, a copy of the current year cover page of the Journal along with a copy of the respective district page in the Pastoral Appointments of the Journal, and any other documents to show that you are an active church.

Why re-file? The Comptroller of Public Accounts looks at the church's incorporation as an individual act and as such, in their eyes, removes the church from the blanket tax exemption status. It is of vital importance that you re-file for State Sales and Franchise Tax Exemption. If not, you could lose your incorporation.

(A sample request letter is available in our incorporation packet.)

Center for Connectional Resources
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