## HOW TO SETUP A BUSINESS LLC IN TEXAS

100% free step by step guide.

Only costs are those from the state

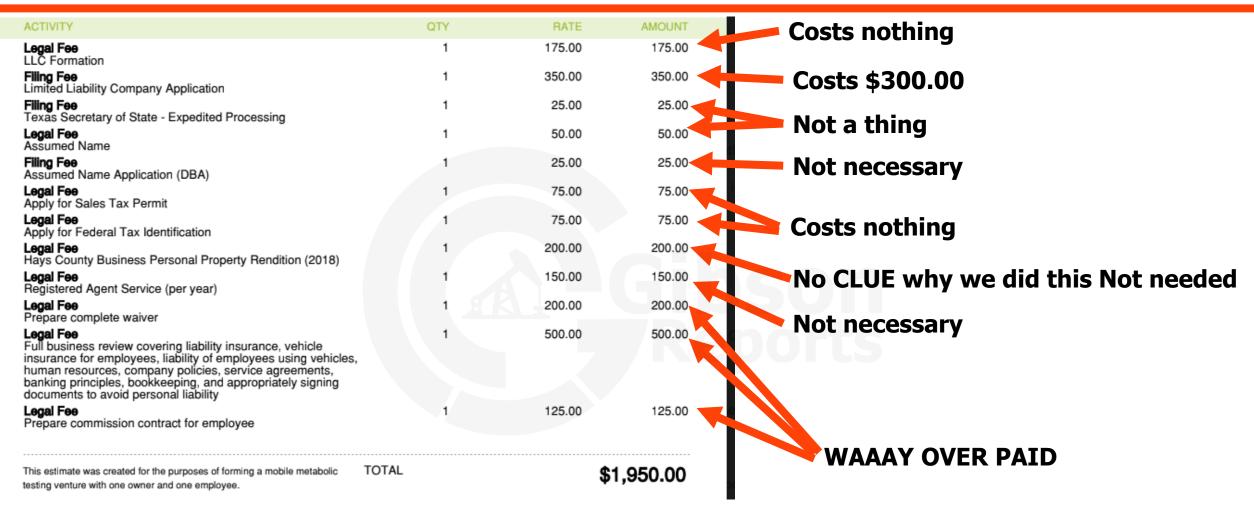
# Disclaimer Ino lawyer or CPA.

### Disclaimer:

This presentation is intended to provide a general overview on starting a Limited Liability Company (LLC) in Texas and is based on my personal experience and understanding. I am not a Certified Public Accountant (CPA), attorney, or licensed financial advisor. The information provided should not be considered legal, tax, or professional advice. I strongly recommend consulting with a qualified CPA, attorney, or financial advisor to address your specific situation and ensure compliance with all relevant laws and regulations

Thank you CHATGPT

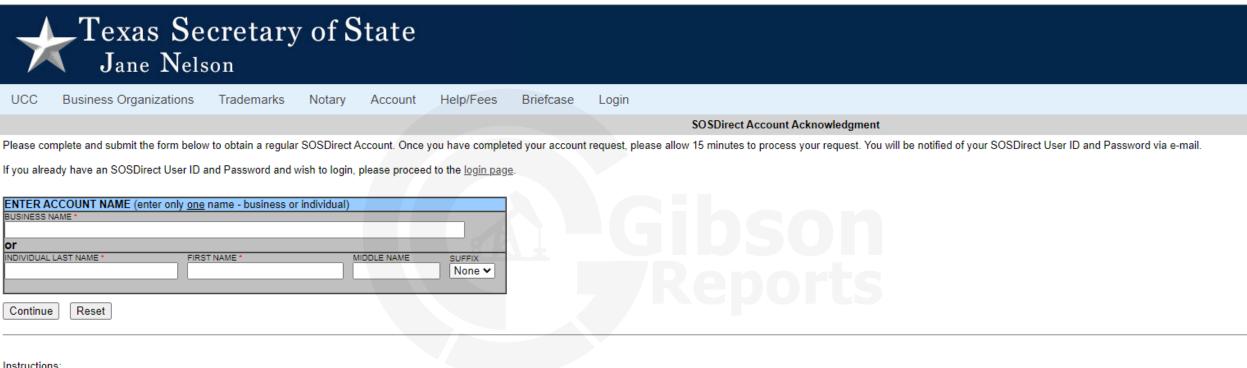
### Screen Shot from my first ever lawyer "helping" me setup an LLC



## SOME PEOPLE HAVE NO INTEREST IN HELPING YOU START YOUR BUSINESS BUT I DO

### **Step 1: Set Up Account on Sec. of State Website**

https://direct.sos.state.tx.us/acct/acct-subscribe.asp



- The SOSDirect account can be in the name of an organization and shared by multiple users. Or, the account can be established in the name of an individual.
- For an individual account, last name and first name are required fields.
- When a user logins to SOSDirect, an ordering party or contact name can be entered so that completed work can be directed to the appropriate individual within an organization.

### Step 2: Login

https://direct.sos.state.tx.us/acct/acct-login.asp



UCC Business Organizations Trademarks Notary Account Help/Fees Briefcase Login

### SOSDirect Account Login

WARNING: Unauthorized use of this system is prohibited and may be subject to criminal prosecution. The System Administrator may monitor any activity or communication on the system and retrieve any information stored within the system. By accessing this system, you are consenting to such monitoring and information retrieval. You should have no expectation of privacy as to any communication or information stored within this system except as explicitly stated in officially approved system policies. Unauthorized or improper use of this system is a violation of the law and may be prosecuted resulting in criminal, civil, and/or administrative penalties.

Attention: Social security numbers, credit card and bank account numbers, access device numbers, and certain other types of information are confidential under the Public Information Act, Chapter 552 of the Texas Government Code. The secretary of state is prohibited by law from releasing this information. Our office will redact this information from documents filed in our office and made available to the public. An un-redacted copy of the document will be retained for access by secretary of state staff in response to requests from law enforcement or other authorized requestors. If you have concerns about redaction, do not include confidential information in the collateral description of your UCC filing or include this information in an attachment to an electronic document submitted through SOSDirect.

You are required to login to the SOSDirect system and provide payment information in order to perform transactions such as filing documents, requesting copies and submitting bulk order requests. To submit filings, you must obtain a regular subscription.

### IMPORTANT:

- Required software Adobe Acrobat Reader and WinZip.
- Email from the SOSDirect system is sent via an automated process. If you use a Spam filtering service please make sure the address sosdirect@sos.texas.gov is allowed through without being filtered. This will ensure your documents delivered via email will arrive without delay and without the need for human intervention

Proceed with Subscriber Login only if you have the required software.

If you are currently a subscriber to the SOSDirect system and know your SOSDirect USER ID and PASSWORD, please enter them below and press 'Submit'.



If you do not currently have an account, you may submit a request for SOSDirect Account.

You may login as a temporary user for this session by completing this temporary login form. NOTE: This will allow you to do web inquiries and place orders, but not submit filings. The only method of payment allowed for a temporary user is Credit Card.

The fees associated with the SOSDirect Account are the fees for documents filed, for copies and certificates ordered, and inquiries submitted. There are no monthly subscription fees

### nstructions:

Enter your USER ID and Password and press 'Submit'.

### **Step 3: Confirm Account**

Notary

Account



Trademarks

**Business Organizations** 

**SOSDirect Account Login** Please provide the following information to complete login. PAYMENT INFORMATION - Select payment method for this batch. Credit Card V PAYMENT METHOD: Use Credit Card or LegalEase for payment method unless client account has been **IMPORTANT** funded 1 hour in advance. PAYMENT INFORMATION: Note: Credit card company may decline payment if name and address do not match Correct card statement. Payment Method CONTACT INFORMATION selection is very Please enter your user information in the fields below. important. Please read \* CONTACT NAME: David Gibson Instructions below. \* PHONE: \* EMAIL CLIENT REFERENCE: SHIPPING INFORMATION (APPLIES TO UCC ONLY) Check box to verify shipping information.

Help/Fees

Briefcase

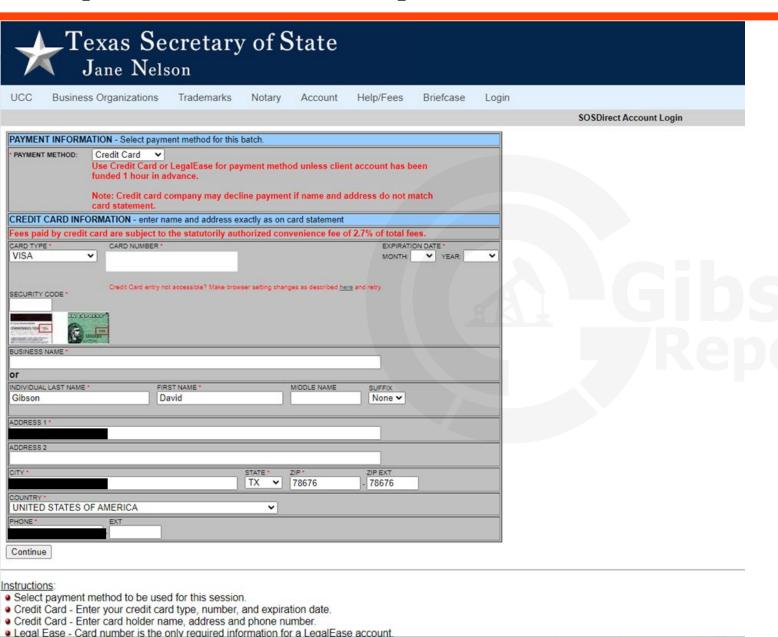
Login

You will receive all documentation related to this batch by Email.

### Instructions

- Select the type of Payment Method you wish to use for this batch. Charges for Inquiries and Orders may accrue to the Client Account and be paid from the monthly statement. Charges for Web Filings require payment at time of submission.
   Client Account: may be selected if the account has sufficient funds to satisfy the filing fee requirement.
- Credit Card: pays for current session only (preferred method). Credit card numbers are not saved in the SOS computer system and must be re-entered for each session. LegalEase: pays for current session only.
- The Secretary of State accepts American Express®, Discover®, MasterCard®, or Visa® credit cards. Enter credit card information exactly as shown on card statement.
- Verify that the Contact Information entered is correct.
- If you wish to review the shipping address information, click on the Shipping Information check box. This applies to UCC only.
- Click on the 'Continue' button once all information is complete.

### **Step 4: Submit Payment Information**



### Step 5: Select "Business Organizations"

### Texas Secretary of State Jane Nelson

UCC Business Organizations Trademarks Notary Account Help/Fees Briefcase Logout

**SOSDirect Account Login** 

### David Gibson.

You are logged into the SOSDirect web to check on status of and retrieve orders. Your client status indicates you are permitted full access to all UCC, Business Organizations, and Trademarks functionality available on the SOSDirect site. Your session code is: 120523SX0007. Please make note of this session code so that you may review your briefcase to check on status of and retrieve orders.

Fees paid by Credit Card are subject to the stutorily authorized convenience fee of 2.7% of total fees.

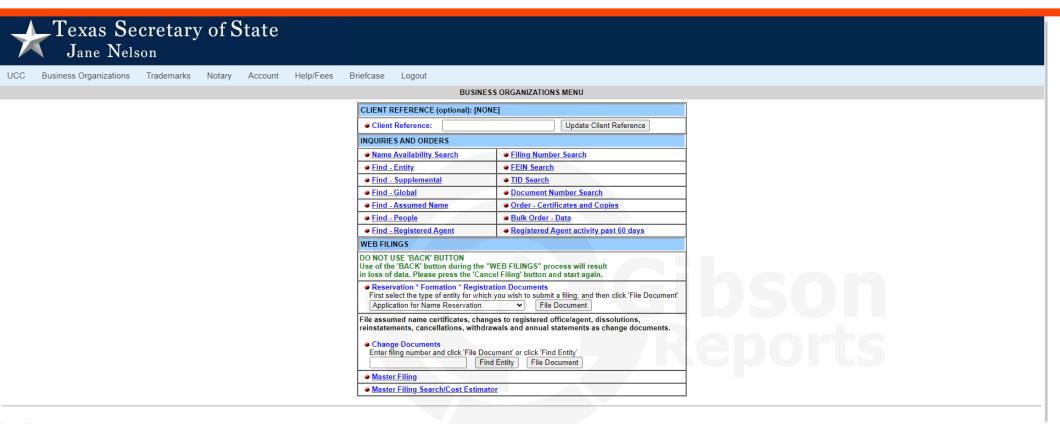
### nstructions

- Select UCC, Business Organizations or Trademarks above to begin working.
- Session code is the identifier for all work done during this session. Please write this down as it may be required to retrieve the results of your work later.
  - SOSDirect Business Filings
  - · Business Copies and Certificates
  - Uniform Commercial Code
  - Texas Businesses Against Trafficking
  - Texas.gov

- VoteTexas.gov Voter Information
- Register to Vote & Voter I.D.
- Website Policies
- · Open Records
- Contact us

- · Texas Homeland Security
- Where the Money Goes
- Fraud Reporting
- Texas Veterans Portal

### **Step 6: Reservation \*Formation\***

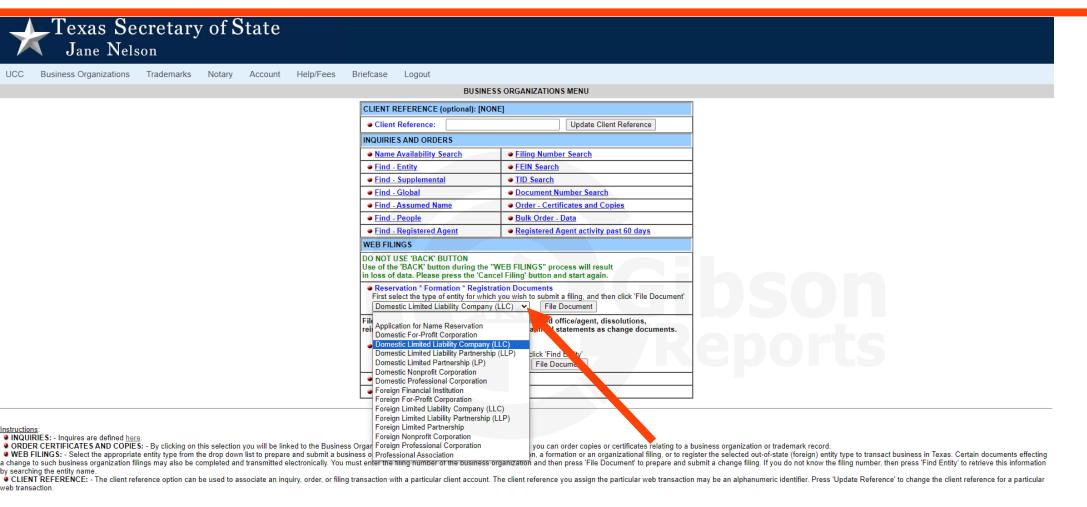


### structions:

- INQUIRIES: Inquires are defined <u>here</u>.
- ORDER CERTIFICATES AND COPIES: By clicking on this selection you will be linked to the Business Organization and Trademark Orders Menu from which you can order copies or certificates relating to a business organization or trademark record.
- WEB FILINGS: Select the appropriate entity type from the drop down list to prepare and submit a business organization name reservation or name registration, a formation or an organizational filing, or to register the selected out-of-state (foreign) entity type to transact business in Texas. Certain documents effecting a change to such business organization filings may also be completed and transmitted electronically. You must enter the filing number of the business organization and then press 'File Document' to prepare and submit a change filing. If you do not know the filing number, then press 'Find Entity' to retrieve this information by searching the entity name.
- © CLIENT REFERENCE: The client reference option can be used to associate an inquiry, order, or filing transaction with a particular client account. The client reference you assign the particular web transaction may be an alphanumeric identifier. Press 'Update Reference' to change the client reference for a particular web transaction.

**Note:** This menu also leads you to "Name Availability Search". Which should be done first. Skip to slide xx for instructions on this. (Each search costs \$1.00)

### Step 7: Select Business Formation Type (Then click "File Document")



For this part do your research prior on what org type works best for your entity.

### Step 8: Select "Certificate of Formation"

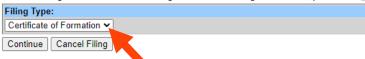


UCC Business Organizations Trademarks Notary Account Help/Fees Briefcase Logout

### **Business Organizations Filing**

View instructions for all corp web filings.

There is a filing fee associated with all filings. To review the filing fee schedule, please click here.



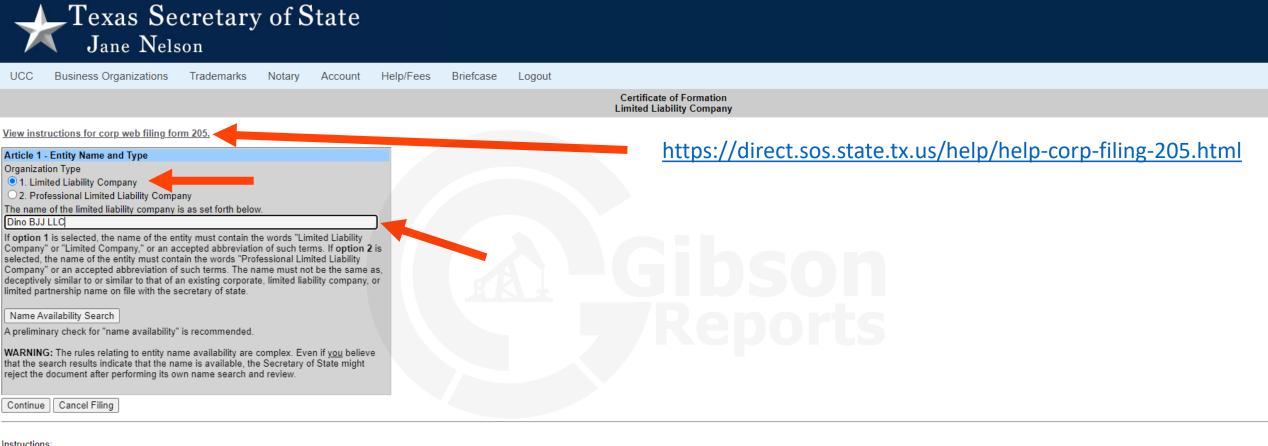
### <u>istructions</u>

Select filing type and press 'Continue'.

Press 'Cancel Filing' to return to the Business Organizations menu.

If you received a message that you have in a fficient funds available in your client account for this transaction, then you need to select a different payment method (Credit Card) from the Subscriber Login screen. To reach the Subscriber Login screen, you may click on the Logout tab in the navigation bar and then Login to begin a new session.

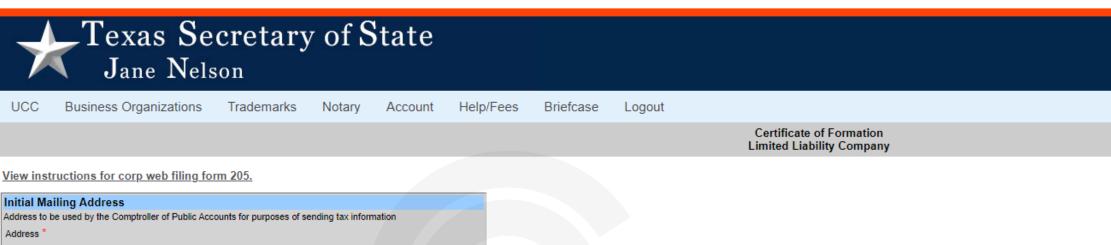
### **Step 9: Select Org Type & Enter Name**



If the purpose of the limited liability company is to provide a professional service that requires the issuance of a license to an individual, such as nursing or the practice of law, the entity should be formed as a professional limited liability company.

**Note:** Name search is available from here as well. **Note 2:** The Link at the "...web filing form 205" gives instructions on naming convention for option 1

### **Step 10: Mailing Address**



Address to be used by the Comptroller of Public Accounts for purposes of sending tax information

Address \*

City \* State \* Zip Code \* Zip Ext

Country \*

UNITED STATES OF AMERICA 

Continue Cancel Filing

### Instructions:

Initial Mailing Address: Effective January 1, 2022, the certificate of formation of a filing entity must provide the initial mailing address for the entity.

The initial mailing address is the address that will be used by the Comptroller of Public Accounts for sending tax information and correspondence to the entity. The initial mailing address may be a post office box or street address.

### **Step 11: Registered Agent Information**



Business Organizations Trademarks Briefcase Account Certificate of Formation **Limited Liability Company** View instructions for corp web filing form 205. Article 2 - Registered Agent and Office Business Name Important Information: A person who is named as the registered agent must None V have consented to serve in that capacity. Consent attached. O Consent on file with entity Continue Cancel Filing

### nstructions:

- The organization filing the document may not be designated to serve as its own registered agent.
- The registered agent can be either an individual resident of the state or an organization as permitted by the law applicable to the entity filing the document. If an organization name is entered, do not enter the name of an individual.
- The person named as the registered agent must have consented, in a written or electronic form, to serve as the registered agent for the entity. Failure to obtain that consent may result in civil and/or criminal penalties.
- The registered office address must be a street or building address. A post office box is not sufficient as the registered office address.
- The use of prefixes and/or suffixes, with the exception of those necessary to distinguish one individual from another (i.e. Jr., Sr., III), will fail to return a match on a name when conducting searches in our system. For this reason titles, such as Mr., Mrs. or Dr., are not to be included when typing in an individual's name Neither should professional designations, such as M.D., D.D.S. or Esq., be added to the name.

### Step 12: Founding Member(s) or Company Manager



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Certificate of Formation Limited Liability Company

View instructions for corp web filing form 205.

### Article 3 - Governing Authority

Management Type

- O The limited liability company is to be managed by managers. The names and addresses of the initial managers are set forth below:
- The limited liability company will not have managers. Management of the company is reserved to the members. The names and addresses of the initial members are set forth helow:

Manager/Member Name and Address Information

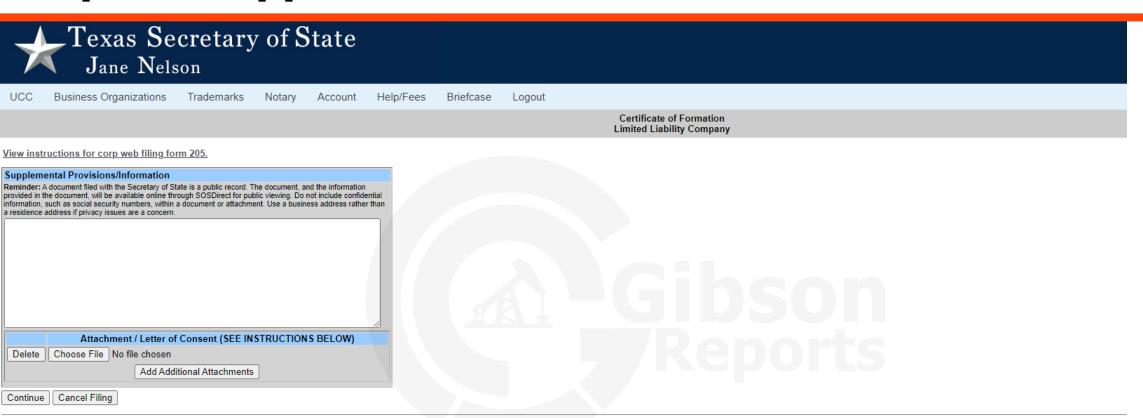
Edit	Delete	Action	Name	Address				
Edit	Delete	Added						
Edit	Delete	Added						
Edit	Delete	Added						
Add N	Add Manager/Member							

Continue Cancel Filing

### ilstructions.

- A document on file with the secretary of state is a public record that is subject to public access and disclosure. When providing the address information requested, use a business or post office box address rather than a residence address if privacy concerns are an issue.
- Members and managers may be individuals, partnerships, corporations, and any other type of legal entity. Note: Only a professional individual or a professional organization may be a manager or member of a professional limited liability company.
- The use of prefixes and/or suffixes, with the exception of those necessary to distinguish one individual from another (i.e. Jr., Sr., III), will fail to return a match on a name when conducting searches in our system. For this reason titles, such as Mr., Mrs. or Dr., are not to be included when typing in an individual's name. Neither should professional designations, such as M.D., D.D.S. or Esq., be added to the name.

### **Step 13: Supplemental Provisions**



- Valid file types for attachments are TIF, TXT and PDF. To submit a file: press the browse button; browse to locate the file on your hard drive; and double click to select it. The file will be submitted when you press Continue.
- Supplemental files should only include filing information that could not be included in the filing templates provided on the previous pages. Please do not duplicate the filing instrument in an attachment.

**Note:** Supplemental can be for when you need to submit document showing a naming letter of consent from another org. Do your research, but don't get hung up here.

### **Step 14: Organizer Info (who is filling this out?)**



Continue Cancel Filing										
nstructions:  ♣ An organizer may be a natural person 18 years of age or older, or any corporation, partnership, or other legal entity. There are no residency requirements for an organizer.  ♣ Provide the full legal name and street or mailing address of the organizer.										











### **Step 15: Organizer Signature**



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Certificate of Formation Limited Liability Company

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

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

(format mm/dd/yyyy)

Continue | Cancel Filing

### msuucuons.

- If the organizer is a corporation or other legal entity, an officer or other authorized representative of such entity must sign the document. Please provide the name of the person's capacity. (For example, John Doe, President of ABC Co., General Partner)
- The appointment of a person as the registered agent by a managerial official or organizer is an affirmation by that official that the person named in the instrument has consented to serve as registered agent.

### Step 16: Confirm Info and Pay \$300.00



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:

### Dino BJJ LLC

### Article 2 12 1/2 Registered Agent and Registered Office

A. The initial registered agent is an organization (cannot be company named above) by the name of:

OF

☑ B. The initial registered agent is an individual resident of the state whose name is set forth below:

Name:

Gibson

C. The business address of the registered agent and the registered office address is:

Street Address:

### Consent of Registered Agent

A. A copy of the consent of registered agent is attached.

OR

B. The consent of the registered agent is maintained by the entity.

Article 3 - Governing Authority

A. The limited liability company is to be managed by managers.

OP

▼ B. The limited liability company will not have managers. Management of the company is reserved to the members

The names and addresses of the governing persons are set forth below:

Managing Member 1: Title: Managing Member

Address: Title: Managing Member

Title: Managing Member 2: Title: Managing Member

### **Step 17: Submission Confirmation**



UCC Business Organizations

Trademarks

Notary Account

Help/Fees

Briefcase

Logout

Corporations Section P.O.Box 13697 Austin, Texas 78711-3697



Jane Nelson Secretary of State

Office of the Secretary of State

Transaction Receipt

Session ID: Document #:

December 5, 2023

Your document, or your order for copies or certificates, has been received through SOSDirect. For future reference, please make note of the document number above.

If you submitted a document, this receipt is not evidence that it has been approved for filing. All documents must be reviewed for statutory compliance.

You will be notified by email when your document is either filed or rejected, or when your order is ready.

- To track the progress of a document, visit the Business Filing Tracker at: <a href="https://webservices.sos.state.tx.us/filing-status/status.aspx">https://webservices.sos.state.tx.us/filing-status/status.aspx</a>
- . To return to the SOSDirect Business Organizations menu, click here.

Thank you for allowing us to assist you with your request. Whether you are filing a business or need assistance with another service, the Texas Secretary of State is here to serve you.

### **Step 18: Final Confirmation**

Corporations Section P.O.Box 13697 Austin, Texas 78711-3697



Jane Nelson Secretary of State

CERTIFICATE OF FILING OF

Dino BJJ LLC

File Number:

The undersigned, as Secretary of State of Texas, hereby certifies that a Certificate of Formation for the above named Domestic Limited Liability Company (LLC) has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

The issuance of this certificate does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 12/05/2023

Effective: 12/05/2023



gave Helson

Jane Nelson Secretary of State

## **Note:** I received my approval the next morning after applying.

### **Step 19: Name Search**



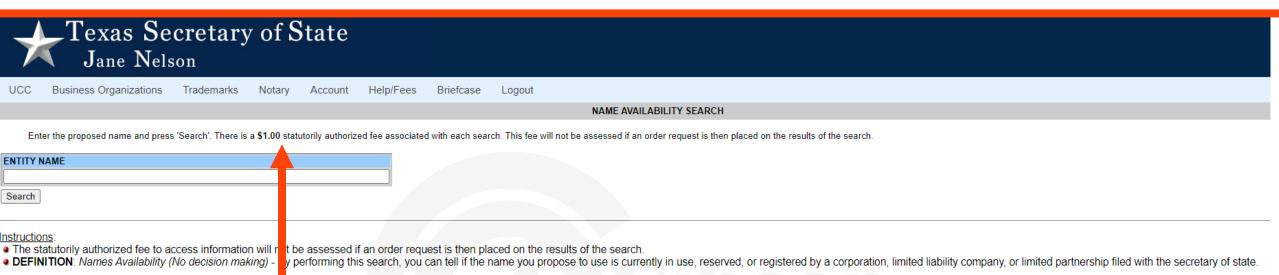
UCC Business Organizations Trademarks Notary Account Help/Fees Briefcase Logout

### **BUSINESS ORGANIZATIONS MENU** CLIENT REFERENCE (optional): [NONE] Client Reference: Update Client Reference INQUIRIES AND ORDERS Name Availability Search Filing Number Search • Find - Entity FEIN Search Find - Supplemental Search Find - Global Document mber Search Find - Assumed Name Order - Certificates Copies Find - People Bulk Order - Data Find - Registered Agent Registered Agent activity past 60 day WEB FILINGS DO NOT USE 'BACK' BUTTON Use of the 'BACK' button during the "WEB FILINGS" process will result in loss of data. Please press the 'Cancel Filing' button and start again. Reservation \* Formation \* Registration Documents First select the type of entity for which you wish to submit a filing, and then click 'File Document' File Document Application for Name Reservation File assumed name certificates, changes to registered office/agent, dissolutions. reinstatements, cancellations, withdrawals and annual statements as change documents. Change Documents Enter filing number and click 'File Document' or click 'Find Entity' Find Entity File Document Master Filing Master Filing Search/Cost Estimator

**Click Here** 

- INQUIRIES: Inquires are defined here
- ORDER CERTIFICATES AND COPIES: By clicking on this selection you will be linked to the Business Organization and Trademark Orders Menu from which you can order copies or certificates relating to a business organization or trademark record.
- WEB FILINGS: Select the appropriate entify type from the drop down list to prepare and submit a business organization name reservation or name registration, a formation or an organizational filing, or to register the selected out-of-state (foreign) entity type to transact business in Texas. Certain documents effecting a change to such business organization filings may also be completed and transmitted electronically. You must enter the filing number of the business organization and then press 'File Document' to prepare and submit a change filing. If you do not know the filing number, then press 'Find Entity' to retrieve this information by searching the entity name.
- CLIENT REFERENCE: The client reference option can be used to associate an inquiry, order, or filing transaction with a particular client account. The client reference you assign the particular web transaction may be an alphanumeric identifier. Press 'Update Reference' to change the client reference for a particular web transaction.

### Step 20: Search the name you want



Note: Each search costs a \$1.00 so don't get all click happy or you are going to be click mad really quick.

### Step 20: My Results for "Dino BJJ"



UCC Business Organizations

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Logout

NAME AVAILABILITY SEARCH

This search was performed with the following search parameter:

**ENTITY NAME:** Dino BJJ

Mark Filing Number Name

Entity Type

Entity Status Name Type Name Status

804751700

JULIAN GODINEZ BJJ LLC Domestic Limited Liability Company (LLC) In existence

Legal In use

Return to Order New Search

Instructions:

To view additional information pertaining to a particular filing select the number associated with the name.

To place an order for additional information about a filing select the radial button listed under 'Mark' that is associated with the entity and press the 'Order' button.

### Step 20: My Results for "Gibson Reports"



UCC Business Organizations Trademarks Notary Account Help/Fees Briefcase NAME AVAILABILITY SEARCH

This search was performed with the following search parameter: **ENTITY NAME:** Gibson Reports

Mark	Filing Number	Name	Entity Type	Entity Status	Name Type	Name Status
0	803133918	Gibson Reports, LLC	Domestic Limited Liability Company (LLC)	In existence	Legal	In use
0	31860800	GIBSON-MOORE PROPERTIES, INC.	Domestic For-Profit Corporation	In existence	Legal	In use
0	801713822	Gibson Vintage Properties LLC	Domestic Limited Liability Company (LLC)	In existence	Legal	In use
0	801984360	Gibson Sterling Properties, LLC	Domestic Limited Liability Company (LLC)	In existence	Legal	In use
0	802449356	Gibson Property Management, LLC	Domestic Limited Liability Company (LLC)	In existence	Legal	In use
0	803444140	Gibson Family Properties, LP	Domestic Limited Partnership (LP)	In existence	Legal	In use
0	803890299	GIBSON PROPERTY GROUP LLC	Domestic Limited Liability Company (LLC)	In existence	Legal	In use
0	804929567	GIBSON PROPERTY CONSULTING, LLC	Domestic Limited Liability Company (LLC)	In existence	Legal	In use
0	804947937	Gibson Property Services LLC	Foreign Limited Liability Company (LLC)	In existence	Legal	In use
0	9966510	${\bf GIBSON\text{-}BELDING\ RANCH\ PROPERTIES,\ LTD.}$	Domestic Limited Partnership (LP)	In existence	Legal	In use

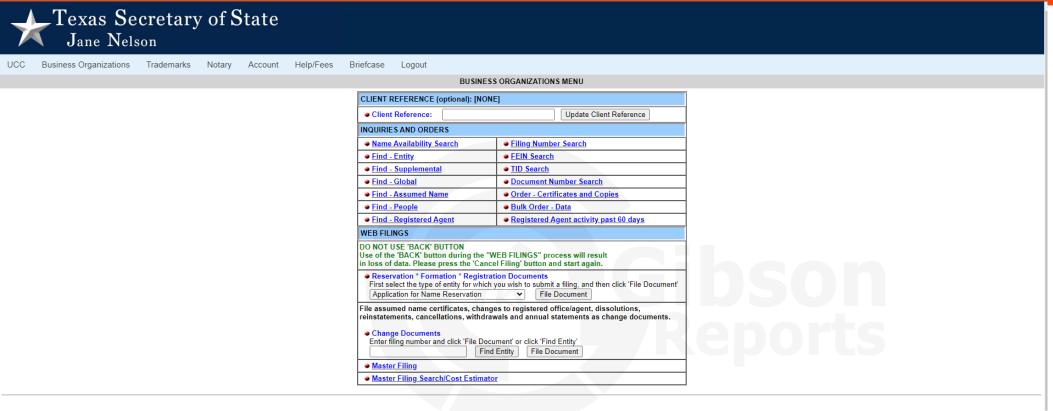
Return to Order New Search

Records 1 to 10 of 15 scroll Next >>

OR proceed to page

of 2 pages GO

### Step 21: Return to "Business Organizations"



### nstructions:

- INQUIRIES: Inquires are defined here
- ORDER CERTIFICATES AND COPIES: By clicking on this selection you will be linked to the Business Organization and Trademark Orders Menu from which you can order copies or certificates relating to a business organization or trademark record.
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# Good Luck with your business

Let me know if this slide deck helped

