

Texas LLC Filing Checklist (2026)

The filing sequence from name decision to your first May 15, with every deadline that matters

Work top to bottom. Most owners clear the pre-filing and filing steps in one sitting; the rest is calendar discipline.

BEFORE YOU FILE

- ☐ Settle on your LLC name, and decide whether to reserve it (optional, Form 501, \$40, holds the name for 120 days).
- ☐ If you plan to hire a commercial registered-agent service, choose the provider and note its yearly price for the worksheet.
- ☐ Veteran-owned, with every owner an honorably discharged veteran? Request the Letter of Verification from the Texas Veterans Commission and complete Comptroller Form 05-904 before filing.
- ☐ Pick your speed: regular processing, or Texas Express at \$50 (standard, typically 2-3 business days), \$500 (next-day), or \$750 (same-day), premium tiers with a 12 p.m. cutoff.

FILE AND PAY

- ☐ Complete and submit Form 205, the Certificate of Formation, to the Texas Secretary of State.
- ☐ Pay the \$300 filing fee. Check, money order, prefunded client account, or cash in person = \$300; a credit card adds the statutory 2.7% fee (\$308.10 total).
- ☐ Veteran-owned filers: include the TVC letter and Form 05-904 so the \$300 fee is waived.

AFTER APPROVAL

- ☐ Get your EIN directly from irs.gov. It is free; the IRS itself warns that you never have to pay a fee for an EIN.
- ☐ Sign an operating agreement with your co-owners and keep it with the company records; banks and partners often ask to see one.
- ☐ Order a Certificate of Fact (\$15) only if a bank, lender, or another state's registration office asks for one.
- ☐ Calendar your first Comptroller deadline: May 15 of the year after formation (a 2026 LLC files first by May 15, 2027).

EVERY YEAR

- ☐ File the free Public Information Report with the Comptroller by May 15; the date rolls to the next business day on weekends and holidays. No tax is due at or below \$2,650,000 in annualized total revenue.
- ☐ Missing the date costs \$50 per report even when no tax is due, so set the reminder for early May. There is no SOS annual report to track in Texas.

INSTRUCTIONS FOR USE

Deadlines and amounts verified in July 2026 against Texas SOS and Comptroller sources. This checklist is general information, not legal advice; laws and fees change. Confirm current figures on the official sites, and consult a licensed Texas attorney for advice on your situation. Companion guide: clearlegaltips.com/texas-llc-filing-fee/