



COMAL COUNTY CLERK

BOBBIE KOEPP

150 N SEGUIN STREET, SUITE 101

NEW BRAUNFELS, TX 78130

PHONE: (830) 221-1230 FAX (830) 620-3410

REQUIREMENTS FOR FILING ASSUMED NAME OF CORPORATION

Pursuant to the Texas Business and Commerce Code, § 71.103¹, an incorporated business or profession that will operate in a name other than the corporate name shall:

1. File Assumed Name (DBA) Certificate in the office of the Secretary of State, and
2. File Assumed Name (DBA) Certificate in the office of the county clerk in each county the person has or will maintain business or professional premises.

In compliance with Chapter 71, a corporation wishing to file an Assumed Name (DBA) Certificate in the Comal County Clerk's Office shall provide:

1. **CERTIFICATE OF FILING²** from the Secretary of State evidencing the assumed name under the corporate name, and
2. **INCORPORATED BUSINESS ASSUMED NAME (DBA) CERTIFICATE** form as provided by the County Clerk

Pursuant to the Texas Business Organizations Code, § 4.001³, corporate businesses that will operate solely under the corporate name file in the Office of the Secretary of State. No further action is required.

Secretary of State
Corporation Division
P.O. Box 13697
Austin, Texas 78711
(512) 463-5555
<http://www.sos.state.tx.us>

¹ <http://www.statutes.legis.state.tx.us/Docs/BC/htm/BC.71.htm#71.103>

² http://www.sos.state.tx.us/corp/forms_boc.shtml

³ <http://www.statutes.legis.state.tx.us/Docs/BO/htm/BO.4.htm#4.001>