

**Payment Form**  
(Revised 06/23)



<b>Date of Receipt (for office use).</b>   
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Please select requested processing:

- Expedited Handling** – Fee is \$25 per corporate document/\$10 for copies/\$15 for UCC  
(NOT available for Apostille or Authentication Services, Service of Process, Notary Applications, Trademark Applications, or Regulated Occupation Applications)
- Regular Handling**

**This payment is for:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Authentication/Apostille Service | <input type="checkbox"/> Notary Application               | <input type="checkbox"/> Trademark Application |
| <input type="checkbox"/> Copies                           | <input type="checkbox"/> Regulated Occupation Application | <input type="checkbox"/> UCC                   |
| <input type="checkbox"/> Corporate Document               | <input type="checkbox"/> Service of Process               | <input type="checkbox"/> Other _____           |

**SUBMITTER INFORMATION:**  
*Complete all information for the person/company submitting the document to the Office. Corporate documents only: submitter will receive a file stamped copy of the filed document if it is submitted in duplicate.*

Submitter Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address (**required for expedited handling**): \_\_\_\_\_

**DOCUMENT FILING INFORMATION:**  
*Complete all information regarding the document that is being submitted to the Office.*

Entity or applicant name listed on document: \_\_\_\_\_

Entity File # (if applicable): \_\_\_\_\_

Type of Document: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

**PAYMENT INFORMATION:**  
*Check the box with your method of payment. Include the necessary information.*

**Check/Money Order Enclosed** | Check/Money Order Number: \_\_\_\_\_

**Client Account:** For instructions on how to create or fund a client account, visit <https://www.sos.state.tx.us/modernization.shtml>

Account #: \_\_\_\_\_

Name on Account: \_\_\_\_\_

**LegalEase**

Account #: 500679 - \_\_\_\_\_ - \_\_\_\_\_

Client Reference #: \_\_\_\_\_