

Business & Assumed Name Information

File an Assumed Name (D.B.A.) with the County Clerk in the county(s) in which the business is to be located and/or will conduct business.

Corporations and corporate documents are filed with the Secretary of State in Austin. You can contact the Secretary of State at (512) 463-5578 or visit their web site at <http://www.sos.state.tx.us/>. Upon filing in Austin, the D.B.A. is then filed with the County Clerk Office.

For the Regulatory Assistance Program concerning licenses or permits, contact the Economic Development and Tourism - Small Business Division in Austin: (512) 936-0101.

To obtain a State Sales Tax ID#, contact the State Comptroller at (713) 426-8200, or (713) 783-1665; or visit their web site at <http://www.window.state.tx.us/>.

To obtain a Business Tax Kit and other publications, call I.R.S. at (800) 829-3676

A Federal Tax ID# is available through the I.R.S. Business & Specialty Tax Line at (800) 829-4933

Workers Compensation Information contact Texas Worker's Compensation & Texas Department of Insurance at (800) 372-7713. For Unemployment benefits, contact the Texas Workforce Commission at (512) 463-2222 or visit their web site at <http://www.twc.state.tx.us/>.

For Patents and Copyrights contact:

Commissioner for Patents
P.O. Box 1450
Alexandria, VA 22313-1450

U.S. Copyright Office
101 Independence Avenue S. E.
Washington D.C. 20559-6000
(202) 707-3000

If business is located in home, review the deed restrictions and contact the homeowners association.

If the business is located in a city or its jurisdiction, contact the city for possible permit requirements

Contact the County Health Department for a business involved in food preparation at:
(409) 938-2401 or (409) 938-7221

The Galveston County Small Business Development Center can also provide you with high quality one-on-one management consulting, training and information for starting your business. Contact them at (409) 933-1414 or visit their web site at <http://www.gcsbdc.com/> or email at info@gcea.us.

Filing Fees for Assumed Names	
Assumed Name Certificate with one owner or withdrawal of an Assumed Name with one owner in the office	\$24.50
Assumed Name Certificate with one owner or withdrawal on an Assumed Name with one owner out of office (must be notarized)	\$23.50
Each additional owner listed	\$.50
Certified Copy	\$7.00
Certificate of Assumed Name	\$2.00