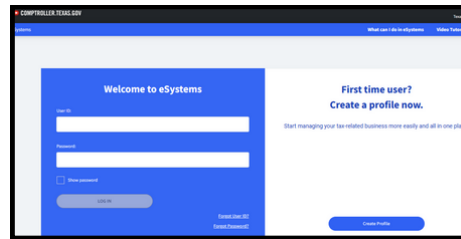


Tips for Filing Your 2026 Texas Public Information Report (PIR)

****This information is provided as a courtesy and intended as a general guide and not as a comprehensive resource on the subjects covered. It is not a substitute for legal advice. Please contact or visit the Texas Comptroller's website for more information.**

1

Go to the Texas Comptroller's website's [WebFile](#) system and login with your username and password. (If you haven't created an account, create one now). Select "WebFile/Pay Franchise Tax".



2

Choose Assign Taxes and enter the 11-digit Taxpayer Number for your Texas entity (if your LLC is not listed, you must add it to your account). The Taxpayer & Franchise Tax Webfile Numbers can be found in a letter from the Texas Comptroller's Office.

 A screenshot of the "Assign Taxes/Fees" page. It has a "Back" link and a heading "Assign Taxes/Fees". Below the heading, it says "Enter 11-digit Taxpayer Number" with a help icon. There is a text input field for "Taxpayer Number" with a note "No dashes or spaces" and a "Continue" button.

 A screenshot of a notice from the Texas Comptroller of Public Accounts. It is titled "TEXAS COMPTROLLER OF PUBLIC ACCOUNTS" and "Comptroller: Texas Gov". It contains a table with taxpayer information: Taxpayer number 12345678910, File number 1233456789, Webfile number XT000000, Report year 2020, and Due date 05/15/2020. Below the table, it says "Texas Franchise Taxpayers: Your Annual Report Is Due" and provides instructions on when to file the report.

Example of notice, the TX Comptroller physically mails out to the tax mailing address on file.

3

Enter your Franchise Tax Webfile Number (normally consists of 2 alphabetical letters and 6 digits). Example: XT489312

 A screenshot of the "Assign Taxes/Fees" page. It shows the "Taxpayer #" and "Taxpayer Name" fields filled in. Below, it says "Franchise Tax" and "Enter WebFile Number". It includes a note: "The Webfile RT or XT number is located on the preprinted filing notice you received from our office". There is a text input field for "WebFile Number (e.g., XT566666)" with a note "No dashes or spaces".

 A screenshot of a notice from the Texas Comptroller of Public Accounts. It is titled "TEXAS COMPTROLLER OF PUBLIC ACCOUNTS" and "Comptroller: Texas Gov". It contains a table with taxpayer information: Taxpayer number 12345678910, File number 1233456789, Webfile number XT000000, Report year 2020, and Due date 05/15/2020. Below the table, it says "Texas Franchise Taxpayers: Your Annual Report Is Due" and provides instructions on when to file the report.

Tip of the day!

If you're unable to locate your letter, contact The Texas Comptroller as soon as possible at (800)-442-3453 OR by email webfile_help@cpa.texas.gov to have another copy physically mailed to you (verify your mailing address). Only owners/members of a company or organization can request the Webfile number. Generally, The Texas Comptroller's Office won't email it to you or give it to you over the phone (depends on the representative).

Tips for Filing Your Public Information Report (PIR)

4

At the Menu section, choose (File a Public/Ownership Information Report).

If your report is due after Jan. 1, 2024 and you have less than \$2.4 million in annualized revenue, you do NOT need to file the No Tax Due Report). You will ONLY need to file the Public Information Report.

Franchise Tax

Menu

For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.

Beginning with reports due in 2024, taxable entities with annualized total revenue less than or equal to the no tax due threshold are no longer required to file a No Tax Due Report but must still file a Public/Ownership Information Report. Note that the threshold applies to the annualized total revenue of a combined group, not to the individual members of a combined group.

Select a function:

WebFile/Pay

- ☐ File an EZ Computation Report
- ☐ File a Long Form Report
- ☒ **File a Public/Ownership Information Report**
- ☐ **File a No Tax Due Information Report**
(Only applicable for reports originally due prior to 1/1/24)
- ☐ Request a First or Second Extension
(Include Payment if Required)
- ☐ Make a Payment Only
(Choose Request an Extension for Extension Payments)
- ☐ File Common Owner Information Report
(Required for Combined Groups Only with a Preserved BLC credit)

Account Self-Service

- ☐ View Transaction History
- ☐ Request Certificate for Termination
(Certificate of Account Status)
- ☐ Request Clearance Letter for Reinstatement
- ☐ Change Franchise Tax Mailing Address

5

Review and update your mailing address if needed. Please note: this address is made publicly available. Important notices from the TX Comptroller will be sent to this address.

Franchise Tax

2026 Annual

Current Mailing Address

Update mailing address if incorrect:

Mailing Address

Street Address: Note: This address is made publicly available.

City:

Domestic Address

State:

Zip Code: Plus 4:

Foreign Address

Province State:

Postal Code:

Country (if not USA):

Continue

Tips for Filing Your Public Information Report (PIR)

6

Complete your entities Public Information Report

The screenshot shows the 'Public Information Report' form. It is divided into several sections:

- Taxpayer:** Fields for Taxpayer Name, Taxpayer Number, and SOS File Number or Comptroller File Number.
- Mailing Address:** A single line for the mailing address.
- Principal Office:** Fields for Principal Office and Principal Place Of Business.
- Officers, Directors, Managers, Member or General Partner:** A section with two identical blocks of fields for each individual. Each block includes:
 - Name: [Text Field]
 - Title: [Text Field] Director: ☐ Yes ☒ No
 - Term Expiration Date: [Text Field]
 - Address: [Text Field]
 - City: [Text Field] State: [Text Field] Zip code: [Text Field]
- Add Another:** A button at the bottom of the Officers section.

Principal Office: Enter your LLC's principal office and principal place of business. This address is made publicly available. Leave blank if necessary. The Registered Agent's Address CANNOT be used as the Principal Office.

Officers, Directors, Managers: In this section, you will enter EACH of the appropriate governing members of the entity. List their full name, title (Officer, Director, Manager, Member or General Partner). Most filers will leave the "Term expiration date" box blank and check "No" for the Director as it usually doesn't apply (varies from company to company). This information is made publicly available. (If privacy issues are a concern, use a business address or a P.O. Box. for address requirements).


Tips for Filing Your Public Information Report (PIR)

Skip this section if it is not applicable and click continue to review the information you entered. Then press submit and SAVE a copy for your records.

7

Owned Entity(s)			
Name of Owned (Subsidiary) Corporation or Entity	State of Formation	TX SOS File #	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Another			

Owned By, Corporation			
Name of Owning (Parent) Corporation or LLC	State of Formation	TX SOS File #	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Another			

Registered Agent and Office			
Agent:	<input type="text" value="STRATEGIC TRAINING AND CONSULTING, LLC"/>		
Office:	<input type="text" value="14405 WALTERS RD. SUITE 803"/>		
City:	<input type="text" value="HOUSTON"/>	State:	<input type="text" value="TX - TEXAS"/>
		Zip code:	<input type="text" value="77014"/>
 You must make a filing with the Secretary of State (SOS) to change registered agent, registered office or general partner information. Help			

Declaration Statement	
<input type="checkbox"/>	I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief, as of the submission date, and that a copy of this information has been mailed to each person named in this section who is an officer, director or manager and who is not currently employed by this, or a related, corporation or limited liability company.

[Continue](#)

Owned Entity(ies): If your Texas LLC is the owner of any “child/subsidiary” companies, enter those companies here. If those companies are registered to do business in Texas, enter their Texas SOS File Number.

Owned by: If your Texas LLC is owned by a “parent” company, enter that company’s information here. If that company is registered to do business in Texas, enter its Texas SOS File Number.

Registered Agent (RA) & Office: Note: Your entity’s current RA should be listed. RA information can only be changed through the Secretary of State

Done!

Congrats you have completed your Annual Public Information Report! Be sure to print or save a copy of your submission for your records. Your next report will be due again next year - May 15th!