

Tips for Filing Your 2023 Franchise (No Tax Due) Report

****This information is 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 [WebFile](#) and login with your username and password. (If you haven't created an account, create one now). Select "WebFile/Pay Franchise Tax".

2

Enter the 11-digit Taxpayer Number for your Texas LLC or nonprofit (if your LLC is not listed, you must add it to your account). The Taxpayer & Webfile Numbers can be found in a letter from the Texas Comptroller's Office that you received 2 weeks after your entity was initially formed.

3

Enter your Webfile Number (normally consists of 2 alphabetical letters and 6 digits). Example: XT489312
Then, Select "File a No Tax Due Information Report".

4

Select the report year. If you receive a "no obligation" message, you'll need to call the Comptroller's Office. Their number is 1-800-252-1381.

5

Answer the questions about a Combined Group and a Tiered Partnership. Most LLCs don't file as a Combined Group or Tiered Partnership, but you should check with an accountant if you're not sure.

6

Enter your LLC's SIC code and/or your NAICS code. (Note: The NAICS is a 6-digit number that identifies a firm's primary business activity. No one assigns it, you assign it yourself based on how you self-identify your business).

7

Enter your accounting year for 2022: begin date and end date.

8

Answer the qualification questions. If your LLC's annualized total revenue is below \$1,230,000, you will be selecting "yes" for the "Is the entity's annualized total revenue below the no tax due threshold" question. AND If your Texas LLC made \$0, you can select "yes" for the "Does this entity have zero Texas Gross Receipts" question.

9

Enter your LLC's annualized total revenue.

Tips for Filing Your Public Information Report (PIR)

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1

After you complete your Franchise Tax Report, you will be automatically prompted to complete your Public Information Report.

Mailing Address: Review your LLC's mailing address and update if necessary.

2

Principal Office: Enter your LLC's principal office and principal place of business. The address doesn't have to be an actual office either. If applicable, it can be a home address or leave blank if necessary.

3

Officers, Directors, Managers: In this section, you will enter all of the LLC owners (Members) and any LLC Managers. 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).

4

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.

5

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.

6

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