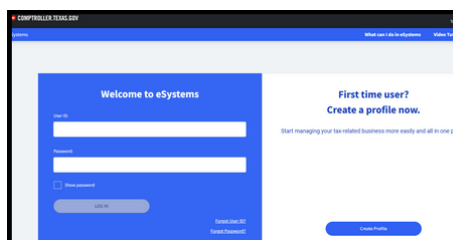


Tips for Filing Your 2025 Texas Public Information Report (PIR)

****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" web 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 labeled "Taxpayer Number" with a note "No dashes or spaces" and a "Continue" button.

 A screenshot of a letter from the Texas Comptroller of Public Accounts. The letter is addressed to Jane D Taxpayer at 111 East 17th Street, Austin, TX 78774. It contains a table with the following information: Taxpayer number 12345678910, File number 1233456789, Webfile number XT000000, Report year 2020, and Due date 05/15/2020. A red arrow points to the due date. The letter also states "Texas Franchise Taxpayers: Your Annual Report Is Due" and provides information about the annual franchise tax 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. If you do not have your webfile number you can submit the report by physical mail using PDF form - 05-102, Public Information Report.

 A screenshot of the "Assign Taxes/Fees" web page. It shows the "Taxpayer #" and "Taxpayer Name" fields. Below these, there is a "Franchise Tax" section with a heading "Enter WebFile Number". It explains that the Webfile RT or XT number is located on the preprinted filing notice. There is a text input field for the "WebFile Number (e.g., XT666666)" with a note "No dashes or spaces".

 A screenshot of a letter from the Texas Comptroller of Public Accounts. The letter is addressed to Jane D Taxpayer at 111 East 17th Street, Austin, TX 78774. It contains a table with the following information: Taxpayer number 12345678910, File number 1233456789, Webfile number XT000000, Report year 2020, and Due date 05/15/2020. A red star is next to the Webfile number. The letter also states "Texas Franchise Taxpayers: Your Annual Report Is Due" and provides information about the annual franchise tax report.

Tip of the day!

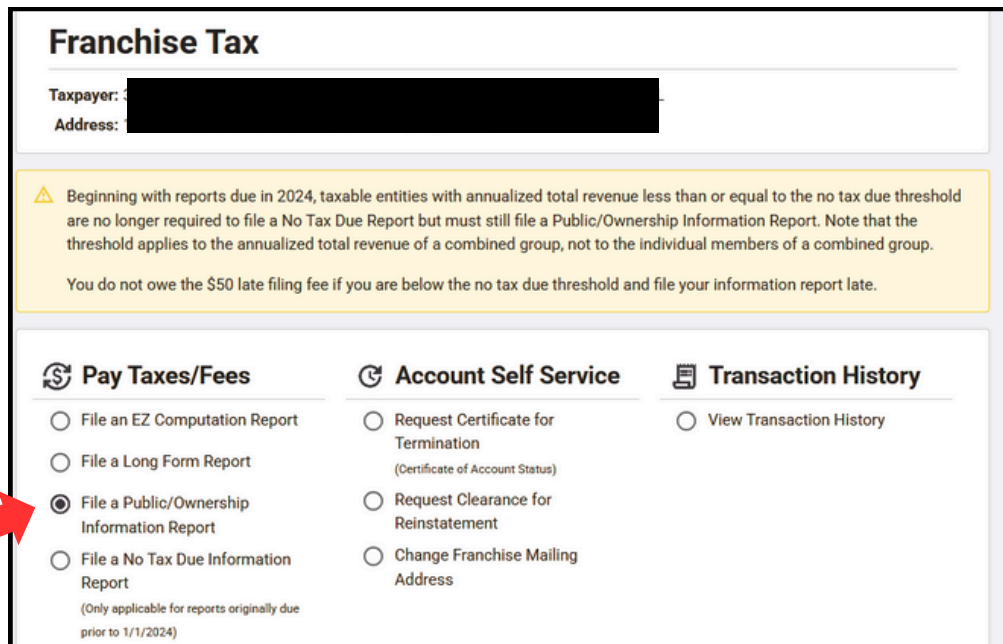
If you're unable to locate your letter, contact The Texas Comptroller at (800)-442-3453 OR by email webfile.help@cpa.texas.gov to have another copy physically mailed to you (verify your mailing address). Only owners/members of a company or organization can request the Webfile number. If you do not have your webfile number you can submit the report by physical mail using PDF form - **05-102, Public Information Report** which can be found on the TX Comptroller website.

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

Taxpayer: [REDACTED]
Address: [REDACTED]

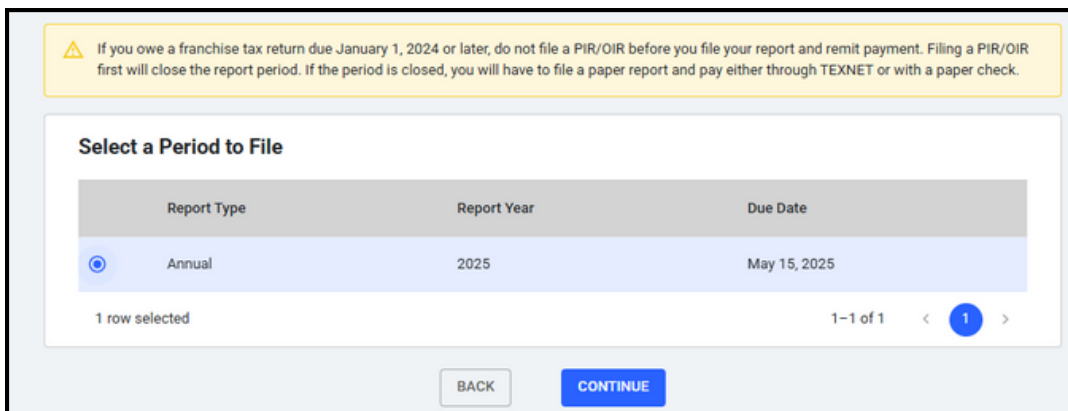
⚠ Beginning with reports due in 2024, taxable entities with annualized total revenue less than or equal to the no tax due threshold are no longer required to file a No Tax Due Report but must still file a Public/Ownership Information Report. Note that the threshold applies to the annualized total revenue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

You do not owe the \$50 late filing fee if you are below the no tax due threshold and file your information report late.

Pay Taxes/Fees	Account Self Service	Transaction History
<input type="radio"/> File an EZ Computation Report	<input type="radio"/> Request Certificate for Termination (Certificate of Account Status)	<input type="radio"/> View Transaction History
<input type="radio"/> File a Long Form Report	<input type="radio"/> Request Clearance for Reinstatement	
<input checked="" type="radio"/> File a Public/Ownership Information Report	<input type="radio"/> Change Franchise Mailing Address	
<input type="radio"/> File a No Tax Due Information Report <small>(Only applicable for reports originally due prior to 1/1/2024)</small>		

5

Choose filing period for Report Year (2025) - If you see a previous year available to file - then you should file any past due reports first.



⚠ If you owe a franchise tax return due January 1, 2024 or later, do not file a PIR/OIR before you file your report and remit payment. Filing a PIR/OIR first will close the report period. If the period is closed, you will have to file a paper report and pay either through TEXNET or with a paper check.

Select a Period to File

Report Type	Report Year	Due Date
<input checked="" type="radio"/> Annual	2025	May 15, 2025

1 row selected

1-1 of 1

BACK CONTINUE

Next, you will have the opportunity to 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 the address listed.

Tips for Filing Your Public Information Report (PIR)

6

Complete your entities Public Information Report

Franchise Tax
2025 Annual Public Information Report

Taxpayer: [REDACTED]
Address: [REDACTED]
SOS File Number or Comptroller File Number: [REDACTED]

Principal Office

Office Name
Principal Place of Business

Officers, Directors, Managers, Member or General Partner

Officer Name *
First and Last Name

Officer Title *
Member or Manager Director * ☐ Yes ☒ No Term Expiration Date [calendar icon]

Address
Note: This address is made publicly available.

City State Zip Code
City State enter

ADD ANOTHER

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). If needed, the RA address can be listed.

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

The screenshot shows two sections of a form. The first section, titled 'Owned Entity(s)', contains four input fields: 'Name of Owned (Subsidiary) Corporation or Entity', 'State of Formation', 'TX SOS File Number', and 'Percentage'. Below these fields is a blue button labeled 'ADD ANOTHER'. The second section, titled 'Owned By, Corporation', also contains four input fields: 'Name of Owning (Parent) Corporation or LLC', 'State of Formation', 'TX SOS File Number', and 'Percentage'. Below these fields is another blue button labeled 'ADD ANOTHER'.

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!