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## Texas Limited Liability Company Dissolution Package

### 1. An LLC in Texas Dissolution Services and Fees

Our fees for handling the dissolution of an LLC in Texas is USD 650 (not including Federal final tax return), including the following services:

- (1) Kaizen professional service fee;
- (2) File outstanding annual franchise tax report, public information report, and final franchise tax report with Texas tax department;
- (3) Apply for a Certificate of Account Status for Dissolution issued by the Texas tax department;
- (4) Prepare and submit related documents, and pay dissolution filing fees to Texas Secretary of State;
- (5) Prepare and submit related documents to IRS to dissolve the LLC.

#### Notes:

- (1) Kaizen fees quoted above do not include any penalty, if applicable.
- (2) Kaizen fees quoted above do not include franchise tax payment, if applicable.
- (3) Kaizen fees quoted above do not include any document delivery fee during the business dissolution process, if any.
- (4) Kaizen fees quoted above exclude the taxes. If you request tax invoice, value-added tax at the prevailing rate may be charged and collected.

### 2. Documents Required to Dissolve an LLC in Texas

You should provide the following documents to Kaizen:

- (1) Certificate of Formation sealed by Texas Secretary of State;
- (2) Operating Agreement;
- (3) Passport copy in respect of each member, manager, officer (and secretary, if requested) of the LLC. If the member is a legal entity, please provide the entity's registration document and registered address;
- (4) Registered capital and each member's share of profits and losses (if more than one member);
- (5) Minutes book, including register of directors, member list, share transfer ledger, if applied;
- (6) The reasons or circumstances to dissolve the LLC;
- (7) The percentage of members in the LLC voted to dissolve the LLC;
- (8) The date the dissolution was authorized by the members of the LLC.

The identification mentioned in (3), should be certified or notarized by Kaizen, local notary at the place of the director and shareholders, lawyer, CPA, or bank manager.

### 3. Dissolution Procedures of an LLC in Texas

The dissolution procedures for an LLC in Texas are listed as follows:

- (1) Kaizen was entrusted to handle the LLC dissolution in Texas; you should prepare the documents listed in part 2, then E-mail the whole package to Kaizen. Meanwhile, Kaizen service fees should be paid at this point;
- (2) Kaizen can help you contact State Government, check and file all delinquent franchise tax returns and public information report;
- (3) Kaizen can help to file the final year franchise tax, and make sure all balance due is paid;
- (4) Kaizen will apply for a Certificate of Account Status issued by the Texas Comptroller stating that the entity has paid all taxes. The process will take around 5 business days;
- (5) Kaizen will prepare and file dissolution related documents to Texas Secretary of State. The officer will review the documents, and mail to Kaizen a Sealed Certificate of Termination within 3-5 days if approved;
- (6) Kaizen will prepare and file dissolution related documents to IRS;
- (7) After all the above procedures are completed, Kaizen will email the Certificate of Termination to you.

### 4. Time Frame of Dissolution

The LLC in Texas dissolution takes around 2 weeks after Kaizen collect all the required documents (mailing time is not included).

### 5. Other Relevant Services - Federal Final Tax Return

The LLC must file the Federal final year tax return and pay all the tax balances in full. Kaizen can prepare and file the final year tax return for Federal on your behalf. The service fee to file the final year tax return is starting from USD 800; extra service fee will be charged from you if the tax return is more complicated than expected.

### 6. Payment Time and Method

Kaizen requires to collect the full-service fee before starting the dissolution process. Kaizen accepts cash, bank transfer and wire transfer, check, and PayPal. You are responsible for the service fee if any. For example, Kaizen will charge an extra 5% for the transaction fee when PayPal method applied.

*If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following and talk to our professionals:*

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