

**Form 3305 - General Information
(Quarterly Report by State Seal Licensee)**

The attached form is drafted to meet minimal statutory filing requirements pursuant to the relevant code provisions. This form and the information provided are not substitutes for the advice and services of an attorney.

Commentary

Commercial use of the Texas state seal is governed by § 17.08, Texas Business & Commerce Code and the secretary of state's administrative rules found in 1 Texas Administrative Code Chapter 72. Section 17.08 prohibits unlicensed private or commercial use of the state seal.

Licensees must pay royalties to the state for use of the state seal. The amount of the royalty is 3% of the licensee's annual gross license receipts in excess of \$5,000. Licensees are also required to submit quarterly reports to the secretary of state. Royalties must be submitted on a quarterly basis along with the report. Reports are due according to the following schedule:

Quarter	Report Due
First (Jan 1-Mar 31)	April 15
Second (Apr 1-Jun 30)	July 15
Third (July 1-Sept 30)	October 15
Fourth (Oct 1-Dec 31)	February 15

Instructions for Form

- **Preliminary Information:** Select the box indicating for which quarter the report is being filed and indicate the year.
- **Licensee Information:** State the licensee name, license number, and address.
- **Statement of Receipts:** In Line 1, enter the total number of licensed products sold during the reporting quarter. Use Lines 2a-2d to calculate the total amount of non-exempt gross receipts from the sale of licensed products in the current quarter. In Line 3, enter total gross receipts in the current quarter from other licensed uses of the state seal, such as use in connection with services. Calculate the total amount of gross receipts for the royalty fee calculation in Line 4.
- **Royalty Fee Calculation:** In Line A, enter the amount from Line 4. The royalty fee is calculated on annual gross receipts in excess of \$5,000. In Line B, enter the amount, if any, of the remaining \$5,000 annual deduction. Subtract the amount in Line B from the amount in Line A and enter the difference in Line C. This is the amount of gross receipts subject to the royalty fee. If the amount in Line C is positive, then multiply that amount by 3% and enter the result in Line D. This is the amount of royalty fees due for the current quarter. If no royalty fee is due, please state the reason in the space provided in Line E.
- **Execution:** A person authorized to sign on behalf of the licensee must sign and date the report.
- **Payment and Delivery:** Royalties may be paid by personal checks, money orders, LegalEase debit cards or American Express, Discover, MasterCard, and Visa credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the secretary of state. Royalties paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

The completed form, along with the royalty payment, if any, may be mailed to Registrations Unit, P.O. Box 13550, Austin, Texas 78711-3550 or delivered to the James Earl Rudder Office Building, 1019 Brazos, 5th Floor, Austin, Texas 78701.

Submit to:
SECRETARY OF STATE
Registrations Unit
P O Box 13550
Austin, TX 78711-3550
512-475-0775
512-475-2815 - Fax
Filing Fee: none (but must include
royalty payment, if any)



**QUARTERLY REPORT BY
STATE SEAL LICENSEE**

Year: _____ Quarter: First: Jan-Mar Second: Apr-Jun Third: Jul-Sep Fourth: Oct-Dec

Licensee Information

Name: _____ License Number: _____
Address: _____
Street City State Zip

Statement of Receipts

- 1. Total number of licensed products sold: _____
- 2a. Total amount of gross receipts received from sale of licensed products in current quarter: _____
- 2b. If § 72.42(a)(5) exemption, total amount of gross receipts received from sale of licensed products in current quarter to state agencies: _____
- 2c. If § 72.42(b)(5) exemption, total amount of gross receipts received from sale of licensed products in current quarter to elected officials: _____
- 2d. Total amount of non-exempt gross receipts received from sale of licensed products in current quarter: (amount in Line 2a less amount in Line 2b less amount in Line 2c) _____
- 3. Total amount of gross receipts derived from other uses of state seal in current quarter: _____
- 4. Total amount of gross receipts for current quarter (add Lines 2d and 3 above): _____

Royalty Fee Calculation

- A. Total amount of gross receipts for current quarter (amount from Line 4): _____
- B. Less the amount of the remaining gross receipts deduction (\$5,000/year): _____
- C. Total amount of gross receipts subject to royalty fee (Line A minus Line B): _____
If the amount in Line C is less than or equal to 0, enter 0 in Line D.
- D. Amount of royalty fees due for current quarter (amount in Line C multiplied by .03) _____

Payment

(Select either A or B.)

- A. Payment of royalties is enclosed in the amount of: \$ _____.
- B. No royalty payment is enclosed because: _____

Execution

Date: _____

Signature of authorized representative for licensee

Printed or typed name of authorized representative