

**Form 3305 - General Information
(State Seal of Texas – Quarterly Report)**

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

The Texas Business & Commerce Code § 17.08 governs private use of the state seal. The code provides for use of the state seal for a commercial purpose if a license from the Secretary of State is obtained for that use. By statute, each licensee must pay a royalty fee to the State in an amount equal to three percent of the licensee's annual gross receipts related to the licensed use that is in excess of \$5,000.00. The Secretary of State is granted authority to adopt rules relating to the use of the state seal by a licensed person. By rule, the Secretary of State requires the licensee to pay the royalty fees at the end of each quarter (1 TAC § 72.46).

Form Instructions

- **Section 1 – Licensee and Report Information:** Enter the date the report is submitted and the certificate number from the license issued by the Secretary of State. Enter the licensee name and address. Mark the appropriate box to indicate to which quarter the report applies and enter the corresponding year.

- **Section 2 – Statement of Receipts:** Enter the total number of licensed products sold during the reporting quarter in Line 1. Enter the total amount of gross receipts from the sale of licensed products in Line 2. Enter the total amount of gross receipts derived by the licensee from other uses of the state seal in Line 3. In Line 4, enter the sum of the amounts listed in Line 2 and Line 3.

- **Section 3 – Royalty Fee Calculation:** In Line A, enter the amount calculated in Line 4 (Section 2). The royalty fee is calculated on annual gross receipts in excess of \$5,000.00. In Line B, enter the amount, if any, of the remaining \$5,000.00 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.

- **Section 4 - Execution and Delivery:** Provide the name, signature, and title of the individual that prepared the report. If there is a royalty fee due for the current quarter (amount in Line D), the payment may be made by check or money order in favor of the “Texas Secretary of State”. Please mail the completed report along with any royalty fee payment to the address provided.

Revised 10/2008

**Form 3305
(Revised 10/2008)**

Submit to:
Secretary of State
P O Box 13550
Austin TX 78711-3550
Ph: 512-463-5705
Fax: 512-475-2815
Filing Fee: royalty, if any



**State Seal of Texas
Quarterly Report**

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Section 1 – Licensee and Report Information

Date of Report: _____
Certificate Number: _____

Licensee Name

Address

Address

City *State* *ZIP*

- | Quarterly Report | Year |
|--|-------|
| <input type="checkbox"/> First Quarter: Jan – Mar | _____ |
| <input type="checkbox"/> Second Quarter: Apr – Jun | _____ |
| <input type="checkbox"/> Third Quarter: Jul – Sep | _____ |
| <input type="checkbox"/> Fourth Quarter: Oct - Dec | _____ |

Section 2 – Statement of Receipts

1. Total number of licensed products sold: _____
2. Total amount of gross receipts received from the sale of licensed products during the current quarter: _____
3. Total amount of gross receipts derived by the licensee from other uses of the State Seal of Texas during the current quarter: _____
4. Total amount of gross receipts for the current quarter (add Lines 2 and 3 above): _____

Section 3 – Royalty Fee Calculation

A. Total amount of gross receipts for the current quarter (enter the amount from Line 4 in Section 2): _____

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 positive, proceed to Line D. Otherwise, proceed to Line E.

D. The amount of royalty fees due for the current Quarter (multiply the amount in Line C by 3%) _____

E. If no royalty fee is due or enclosed, please state reason below:

Section 4 – Execution and Delivery

Prepared by: _____

Signature

Printed Name

Title

Return this report along with any royalty fee payment made in favor of the Secretary of State to:

Secretary of State
Statutory Documents Section
P O Box 13550
Austin TX 78711-3550