

TEXAS DEPARTMENT OF LICENSING AND REGULATION

PO Box 12157 • Austin, Texas 78711 • (800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871
www.license.state.tx.us • service.contract.providers@license.state.tx.us

SERVICE CONTRACT PROVIDER REGISTRATION APPLICATION CHECKLIST

SERVICE CONTRACT PROVIDER REGISTRATION APPLICATION

The owner of the business must sign the application form. If the applicant is a corporation, the President must sign the application.

CERTIFICATE OF ACCOUNT STATUS

A Certificate of Account Status must be submitted for a corporation or limited liability company which provides service contracts in Texas. A Certificate of Account Status is documentation of good standing issued by the Texas Comptroller of Public Accounts.

Information concerning a Certificate of Account Standing can be obtained from the Texas Comptroller of Public Accounts by calling (512) 463-4600 or accessed via the Internet at <http://open.cpa.state.tx.us/>

FINANCIAL SECURITY REQUIREMENT

If a funded reserve account and a financial security deposit are being used to meet the financial security requirement, one of the following must be submitted with this application:

- Surety bond,
- Securities eligible for deposit,
- Deposit of cash or equivalents, or
- Letter of credit.

FEES

The schedule of fees is as follows:

- License
 - \$250 for 0 – 250 service contracts sold in Texas in the prior 12 months
 - \$500 for 251 – 500 service contracts sold in Texas in the prior 12 months
 - \$1,000 for more than 500 service contracts sold in Texas in the prior 12 months
 - \$50 License Revision / Duplicate License

PLEASE SEND ONE CHECK OR MONEY ORDER FOR THE TOTAL AMOUNT DUE, PAYABLE TO THE TEXAS DEPARTMENT OF LICENSING AND REGULATION. FEES AND DOCUMENTS SHOULD BE MAILED TO:

TDLR
PO BOX 12157
AUSTIN, TEXAS 78711