

**Form 707—General Information  
(Amendment to Appointment of Statutory Agent)**

**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 and tax specialist.**

**Commentary**

This form has been promulgated to comply with the provisions of the Texas Business Organizations Code (BOC) as well as other applicable law regarding amendments to an appointment of a statutory agent authorized to receive service of process on behalf of a Texas financial institution under section 201.103 of the Texas Finance Code, an unincorporated nonprofit association under section 252.011 of the Texas Business Organizations Code, and a defense base development authority under section 379B.004(b) of the Texas Local Government Code.

*Consent:* Effective January 1, 2010, a person designated as the registered agent of an entity must have consented, either in a written or electronic form, to serve as the registered agent of the entity. By signing this statement, the person designated as agent is accepting the appointment and consenting to serve as an agent to receive services of process on behalf of the entity. *The liabilities and penalties imposed by sections 4.007 and 4.008 of the BOC apply with respect to a false statement in a filing instrument that names a person as the registered agent of an entity without that person's consent.* (BOC § 5.207)

**Instructions for Form**

- **Items 1–4—Entity Information:** The amendment must state the name of the entity, the file number assigned to the entity by the secretary of state, the type of entity, and the statute under which the appointment was made.
- **Item 5—Agent Authorized to Receive Service of Process:** Complete this section if the name or address of the person authorized to serve as the agent for service of process has changed. The agent can be either (option A) a Texas entity or a foreign entity that is registered to do business in Texas or (option B) an individual resident of the state. Note that the entity may not serve as its own appointed agent and may not appoint the secretary of state as its agent.

Item 5C must include the street address of the agent where service of process may be delivered or mailed. The registered office must be located at a street address where service of process may be personally served on the entity's registered agent during normal business hours. Although the registered office address is not required to be the entity's principal place of business, the registered office may not be solely a mailbox service or a telephone answering service (BOC § 5.201).

- **Items 6–8—Other Amendments:** Complete this section if the name of the entity or the principal office address of the entity has been changed. This section should also be completed if the entity wishes to add or change its federal employer identification number.
- **Execution:** The amendment to an appointment of statutory agent for service of process filed by a *Texas financial institution or defense base development authority* must be signed by an authorized officer of the financial institution or defense base development authority. The amendment to an



appointment of statutory agent for service of process filed by an *unincorporated nonprofit association* must be signed by a person authorized to manage the affairs of the nonprofit association.

In addition, the amendment must also be signed by the person named as the entity's appointed agent if the name or address of the agent is being amended. If the appointed agent is a corporation or other legal entity, the amendment must be signed by an officer or other duly authorized representative of the agent. By signing the amendment, the agent is accepting the appointment and consenting to serve as an agent to receive service of process on behalf of the entity.

The amendment to appointment need not be notarized. However, before signing, please read the statements on this form carefully. *A person commits an offense under section 4.008 of the BOC if the person signs or directs the filing of a filing instrument the person knows is materially false with the intent that the instrument be delivered to the secretary of state for filing. The offense is a Class A misdemeanor unless the person's intent is to harm or defraud another, in which case the offense is a state jail felony.*

- **Payment and Delivery Instructions:** The filing fee for an amendment to appointment is **\$15** for a *Texas financial institution* and **\$5** for an *unincorporated nonprofit association*. There is no fee for the amendment to appointment of an agent by a *defense base development authority*. Fees 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. Fees paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

Submit the completed form in duplicate along with the filing fee. The form may be mailed to P.O. Box 13697, Austin, Texas 78711-3697; faxed to (512) 463-5709; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. If a document is transmitted by fax, credit card information must accompany the transmission (Form 807). On filing the document, the secretary of state will return the appropriate evidence of filing to the submitter together with a file-stamped copy of the document, if a duplicate copy was provided as instructed.

Revised 05/11

**Form 707**  
**(Revised 05/11)**

Submit in duplicate to:  
Secretary of State  
P.O. Box 13697  
Austin, TX 78711-3697  
512 463-5555  
FAX: 512/463-5709  
**Filing Fee: See instructions**



This space reserved for office  
use.

**Amendment to Appointment  
of Statutory Agent**

**Entity Information**

The entity named below amends its appointment of an agent authorized to receive service of process which is on file with the secretary of state.

1. The name of the entity is:

2. The file number assigned by the secretary of state to the entity is: \_\_\_\_\_

3. The federal employer identification number issued to the entity is: \_\_\_\_\_

☐ The entity does not have a federal employer identification number at this time.

4. The entity is: (Choose only one.)

☐ A Texas financial institution filing pursuant to section 201.103, Texas Finance Code.

☐ An unincorporated nonprofit association filing pursuant to section 252.011, Texas Business Organizations Code.

☐ A defense base development authority filing pursuant to section 379B.004(b), Texas Local Government Code.

**Amendment to Agent Authorized to Receive Service of Process**

The entity amends the agent authorized to receive service of process in accordance with the information provided below. By signing this statement, the agent accepts and consents to the appointment and consents to serve as an agent to receive process on behalf of the entity.

Complete item 5A or 5B, but not both. Complete item 5C.

5A. ☐ The agent is an organization (cannot be entity named above) by the name of:

**OR**

5B. ☐ The agent is an individual resident of the state whose name is:

*First Name*

*M.I.*

*Last Name*

*Suffix*

The person executing this instrument affirms that the person designated as the new registered agent has consented to serve as registered agent.

5C. The street address of the agent to which service of process may be delivered or mailed is:

*Street Address (No P.O. Box)*

*City*

**TX**

*State Zip Code*



### Other Amendments

6. ☐ The name of the entity is amended. The new name of the entity is:

7. ☐ The principal office address of the entity is amended. The new principal office address is:

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<i>Address</i>	<i>City</i>	<i>State</i>	<i>Country</i>	<i>Zip/Postal Code</i>
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8. ☐ The federal tax identification number is added or amended. The number is: \_\_\_\_\_

### Execution

The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized to execute the filing instrument.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized person

\_\_\_\_\_  
Printed or typed name of authorized person (see instructions)

Acceptance and Consent of Agent to Appointment  
(only required if agent information is amended)

\_\_\_\_\_  
Signature of agent

Date: \_\_\_\_\_

