

Certificate of Account Status

To print a Certificate of Account Status from the Texas Comptroller of Public Accounts

1. Go to <https://mycpa.cpa.state.tx.us/coa/search.do>

The screenshot shows a web browser window with the URL mycpa.cpa.state.tx.us/coa/search.do. The page header identifies the Texas Comptroller of Public Accounts, Glenn Hegar. The main heading is "Taxable Entity Search". Below this is a search form with three input fields: "Tax ID", "Entity Name", and "File Number". Each field has a "OR" label between them. The "Tax ID" field has a note: "Use the 11-digit Comptroller's Taxpayer Number or the 9-digit Federal Employer's Identification Number." The "File Number" field has a note: "Use the File Number assigned by the Texas Secretary of State." There is a checkbox for "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form are two buttons: "Search" and "Reset".

2. Enter your agency's Tax ID, Entity Name or Texas Secretary of State File Number. *The Entity Name Field is case sensitive. We recommend using your Tax ID number or File Number.*

Note: To find your Taxpayer identification number go here and search your agency.

<https://comptroller.texas.gov/taxes/exempt/search.php>

The screenshot shows a search results table. Above the table is a search bar with a dropdown menu set to "25" entries. The search bar contains a red circle around the input field, with a red arrow pointing to it from the right. To the right of the search bar are three buttons: "Search", "Clear", and "Download". The table has six columns: "Request Exemption Verification", "Taxpayer Number", "Name", "Address", "City", and "State". The table contains six rows of data, each with a "View Letter" link in the first column.

Request Exemption Verification	Taxpayer Number	Name	Address	City	State
View Letter	32042059843	#1 AGAPE FELLOWSHIP OF SAN MARCOS	900 BARBARA DR	SAN MARCOS	TX
View Letter	32052968230	#1 HEALING RAIN MINISTRIES INCORPORATED	6600 HUBER RD	SEGUIN	TX
View Letter	32048671005	#1 HOLY GROUND CHURCH IGLESIA TIERRA SANTA, INC.	6600 HUBER RD	SEGUIN	TX
View Letter	32069253345	#3 FOUNDATION	3086 N FM 373	MUENSTER	TX
View Letter	32060518118	#SHATTEREDDREAMS	PO BOX 2962	BELLAIRE	TX
View Letter	17606611493	#TEAMFERAL CAT RESCUE AND	25515 LYON SPRINGS	SPRING	TX

3. Click "Details"

🔍 Taxable Entity Search Results

1 matches found for the search string : el paso human services [New Search](#)

📧 If you have questions about the search results, send an email to tax_help@cpa.texas.gov or call 1-800-252-1386.

Results			
View Details	Name	Taxpayers ID#	Zip
Details	[REDACTED]	[REDACTED]	[REDACTED]

[New Search](#)

4. Print certificate. Click the Printer Icon

The screenshot shows a modal window titled "Franchise Tax Details" overlaid on the search results page. The window has two tabs: "Franchise Search Results" and "Public Information Report". The "Public Information Report" tab is active, and a printer icon is circled in red with an arrow pointing to it. Below the icon, the text "As of : 11/24/2019 10:48:07" is displayed. A warning message states: "This page is valid for most business transactions but is not sufficient for filings with the Secretary of State. Obtain a certification for filings with the Secretary of State." Below this is a table of business details:

Texas Taxpayer Number	[REDACTED]
Mailing Address	[REDACTED]
Right to Transact Business in Texas	ACTIVE
State of Formation	TX
Effective SOS Registration Date	[REDACTED]
Texas SOS File Number	[REDACTED]
Registered Agent Name	[REDACTED]
Registered Office Street Address	[REDACTED]

At the bottom right of the window is a "Close" button.