

TEXAS HOME BASE TEXAS DOMICILE INFORMATION GUIDE

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ESTABLISHING TEXAS RESIDENCY

This information guide will instruct you step by step on how you may be considered a Texas resident.*

1.) Receive an address from Texas Home Base

Establish a contract with Texas Home Base to receive a Wichita Falls, Texas address. This address can be used for legal documents such as IRS, Medicare, etc. Within this packet, you will find the documents necessary to sign up for a Texas Home Base address. These documents include an application, debit/credit card authorization, and a USPS form 1583.

You can send these documents by email to txhomebase@gmail.com, by fax to (940) 766-2265, or by mail to 1530 PB Ln, Wichita Falls, TX 76302.

2.) Show intent to become a Texas resident

You may want to establish relationships with professionals in Wichita County such as health and vehicle insurance agents to get quotes, contact a lawyer, doctor, or accountant to establish a relationship. This will show intent to become a Texas resident.

3.) Inspect your vehicles

Have your vehicle(s), RV, and/or travel trailer inspected at any authorized inspection station in Texas. Wichita Falls does not require an emissions inspection. Please see details for local Wichita Falls inspection stations. Appointments are not necessary at either station. When a vehicle or trailer passes inspection the station will give you're a Vehicle Inspection Report (VIR) to prove inspection. After your vehicle(s) are inspected you may now register them. Vehicles are to be inspected once a year, **however—**

If you are out of state and cannot complete an inspection to renew your registration online, by mail, or in person, you will be able to self-certify that the vehicle is out of state and you will be able to renew your registration. Once you return to the state, you must complete a Texas vehicle inspection within three days of arrival at your destination within Texas. Using the out-of-state self-certification will place a remark on our vehicle record indicating that an inspection is still due. It is very important that you keep the VIR issued after completing your inspection in case you are stopped by law enforcement before the remark is removed from your vehicle record, which takes about 48 hours. The remark will only be removed upon payment of the state's portion of the inspection fee and verification of a current, passing inspection.

If you have more questions, please visit: <https://twostepsonesticker.com/motorists>

4.) Register your vehicle(s)

A new resident has 30 days after changing your address to register a vehicle in the county of domicile. Wichita Falls is in Wichita County. Take the Vehicle Inspection Report (VIR) and proof of insurance to the County Tax Office. The office is located at 600 Scott, Wichita Falls, TX 76301. Their phone number is (940) 766-8298. The Tax Assessor-Collector is Tommy Smyth.

Vehicle owners who are no longer making payments on the vehicle will show the current title and current registration. If you are still making payments on the vehicle you will need to present the Texas Certificate of Title and/or Registration (Form 130-U) and provide current proof of registration. This form is included in this packet.

RV owners must bring proof of weight and a photo of the exterior of the RV. If you have the spec sheet or owner's manual that would be perfect to bring to show photo and weight of RV. The registration fee is based on the weight of the RV. The weight of 5th wheel and travel trailers must be provided as gross weight. The weight of motorhomes must be provided as unloaded weight.

5.) Apply for a Texas Driver's License

Apply for a Texas driver's license by presenting two of the following documents to show proof of residency: *(All documents presented must contain the individual's name and Texas residential address)*

- Current deed, mortgage, monthly mortgage statement, mortgage payment booklet, or residential rental/lease agreement
- Valid, unexpired Texas voter registration card
- Texas motor vehicle registration or title
- Texas boat registration or title
- Texas concealed handgun license
- Utility statement (including electric, water, natural gas, satellite TV, cable TV or non-cellular phone bill) dated 90 days of the date of application
- Selective service card
- Medical or health card
- Current homeowner's or renter's insurance policy or statement
- Current automobile insurance policy or statement

- Texas high school, college or university report card or transcript for current year
- W-2 or 1099 tax form from the current tax year
- Mail from financial institutions; including checking, savings, investments account and credit card statements dated within 90 days of the date of application
- Mail from a federal, state, country or city government agency dated within the 90 days of the date of application
- Current automobile payment booklet
- Pre-printed paycheck or payment stub dated within 90 days of the date of application
- Current documents issued by the US military indicating residence address
- Document from the Texas Dept. of Criminal Justice indicating the applicants recent release or parole
- Current Form DS2019, I-20 or a document issued by U.S. Citizenship and Immigration Services

Apply in person at any Department of Public Safety office in Texas within 90 days of changing your address. To prove your identity you will need to present one primary ID, such as a passport or two of the secondary identifying documents from the list below:

- Original or certified copy of birth certificate
 - Certificate or Report of Birth or Consular Report of Birth for citizens born abroad
- or-
- Original or Certified copy of a court order with name and date of birth indicating a name or gender change from the United States state, territory, the District of Columbia, or a Canadian province

If two of these documents are not available, present one secondary from list above and two supporting identity documents, such as:

- Social Security card
- Form W-2

-or-

- Current unexpired driver's license issued by another state

You will surrender your current driver's license if it has been issued by another state.

***This guide is not legal advice. It is strictly informational. Please seek legal advice if you have any questions or concerns about the legality or process.*

RESOURCES

Step 4- Register your vehicle(s)

Wichita County Tax Assessor—Collector, Tommy Smyth—

600 E. Scott St

Wichita Falls, TX 76301

(940) 766-8298

Items needed for County Tax Assessor visit—

- Application for Texas Certificate of Title (see “*Application for Texas Title*”): Form 130-U
- Proof of ID, auto insurance, vehicle inspection, and ownership
- Money for vehicle registration fee (the standard fee is \$52.75, but additional fees may apply depending on the type of vehicle. There is also a one-time New Resident Sales Tax fee of \$90, but additional fees may apply to this as well.

Step 5- Apply for TX Driver’s License

Wichita Falls Department of Motor Vehicles Office—

5505 N. Central Freeway

Wichita Falls, TX 76307

Items needed for DMV visit—

Documents that verify:

- Your identity
- Social Security Number
- US Citizenship or lawful presence status, (please see-

<https://www.dps.texas.gov/DriverLicense/documentsverifyingLawfulPresence.pdf>

- Texas residency, (see enclosed—“*Residency Documents*”)
- Driver’s License Application (see enclosed—“*Application for Texas Driver’s License*”)

-and-

- Money for Driver’s License fees (for those ages 18-84, needing a *new* driver’s license the fee is \$25)

Texas Voter Registration—You can register to vote on the TX Driver’s License application, space #2 or visit—<https://sos.state.tx.us/elections/voter/reqvr.shtml>

RESOURCES (CONT.)

Inspection Stations:

Car or Truck—

De Armond's Service Center
4700 Old Jacksboro Hwy
Wichita Falls, TX 76302
(940) 767-1721

RV or Travel Trailer—

Patterson RV Center
2606 Old Jacksboro Hwy
Wichita Falls, TX 76302
(940) 767-1234

Local Banks:

Fidelity Bank
900 Midwestern Pkwy
Wichita Falls, TX 76302
<https://www.fidelitybankwfb.com/>

First Capital Bank of Texas
5030 Stone Lake Dr
Wichita Falls, TX 76310
<https://www.fcbqt.com/>

Texoma Community Credit Union
4019 Southwest Pkwy
Wichita Falls, TX 76308
<https://texomacu.com/>

Union Square
2903 Kemp Blvd
Wichita Falls, TX 76308
<https://www.unionsquare.org/>

Local RV Parks:

Wichita Falls RV Park
2944 Seymour Hwy
Wichita Falls, TX 76301
<http://www.wfrvpark.com/>

Coyote Ranch Resort
14145 US Hwy 287 N,
Wichita Falls, TX 76310
<http://www.coyoteranchresort.com/>

Burkburnett / Wichita Falls KOA Journey
1202 E 3rd St
Burkburnett, TX 76354
<https://koa.com/campgrounds/burkburnett/>

WHY CHOOSE TEXAS HOME BASE?

Texas Home Base is a small, family owned and operated business founded in 2002. Over the years we've grown in a slow, but steady manner that has ensured our procedures and policies make Texas Home Base a quality, personal business. We found that by charging flat fees for our services instead of relying on hidden fees, we are able to focus more attention on how we can make the experience better for each client. We know that your mail or residency are the last things on your mind while on the road. You would much rather be enjoying the scenery outside of your window and not worrying about if you're not going to receive that important letter from the IRS or what address to put on your driver's license. We're here to help remove those roadblocks and make life on the road a little easier.

More questions on how to establish residency in Texas?

Email us at info@texashomebase.com or call us at (866) 766-2095

More information about Texas Home Base:

www.texashomebase.com/owner

More information on our services:

www.texashomebase.com/services

Sign up for our services online:

www.texashomebase.com/sign-up

FAQs

What will my address look like?

Your Name(s)

1530 PB Ln #**** (to be assigned)

Wichita Falls, Texas

76302-2612

Can I establish residency in Texas with your address?*

If you are new to the traveling lifestyle there are many decisions that you will be making. One of the most important decisions is where to establish residency or your "domicile." You are free to choose from all 50 states, but remember you can only be a resident of one state. You must consider vehicle registration, auto insurance, health insurance, voter registration, driver's license, mail, state income taxes, jury duty, and probate. Intent is important as well. If you intend to be a Texas resident, you must do certain things to show this. Some of those things are to register your vehicles in the county of residence, get a Texas Driver's license, get Texas vehicle insurance, employ a Texas attorney, join a local library, establish a Texas bank account, or register to vote. These actions show intent to make Texas your domicile. Of course, you will need an address in the state that you intend to be a resident of and that is usually your mailing address. Your "residence" is where you lay your head to sleep, but your "domicile" is a permanent place that does not change. You will be able to use a Texas Home Base address as your "domicile" to make the aforementioned efforts to establish residency in Texas (ex. Texas Driver's License, vehicle insurance, voter registration, etc.)

If I use the Scanning or Forwarding Service, do I have to become a Texas resident?

No, if you would like to only use our services as a mailing address and for the convenience of using a Mail Forwarding Agent then you do not have to become a Texas resident.

How long does it take to receive my new address?

Once all completed paperwork (including USPS Form 1583) is in the office, please allow 2 business days to receive your new address.

If I have a traveling companion can we both be on the same contract?

Yes, if we forward the mail to the same address each time. If there are separate forwarding addresses, then each person will need their own contract.

Can my children receive mail at my Texas Home Base address?

Yes, your children can receive mail at your new address. Please let us know the names of your children on your contract and their mail will be sent to your forwarding address. If they will need separate forwarding instructions with each mailing, they will need a separate contract.

How long has Texas Home Base been in business?

Texas Home Base has been in business since November 2002.

What county is Wichita Falls located in?

Wichita Falls is located in Wichita County. We are 2 hours south of Oklahoma City, OK and 2 hours north of Dallas, TX.

What is the best way to contact Texas Home Base?

Email is the best way to contact us.* However, if you need to call our office, our toll free phone number is (866) 766-2095.

What are the office hours?

Office hours are 9:00 am to 5:00 pm Monday through Friday CST. You can call and leave a message anytime. Office phones are answered between 8:30am and 2:30pm CST Monday through Friday.

How will I know how much money is in my Postage Account?

Each time your mail is sent, your Postage Account balance will be written on the bottom of the postage label attached to your envelope. If you would like to know your Postage Account balance before your mail is sent, you can email Dru at accounts@texashomebase.com.

How can I add money to my Postage Account?

To add money to your Postage Account, you can either use our Postage Account page (<https://www.texashomebase.com/postage-account-deposit/>) or you can email Dru at accounts@texashomebase.com with your request

What will happen to any remaining postage in my Postage Account after I have ended my contract with Texas Home Base?

We are obligated to forward any mail we receive for you for 6 months after your contract has ended. After that 6 month period, we will refund the remaining balance of your Postage Account.

Can you forward mail internationally?

Yes, we can forward mail to every country that USPS, UPS, and FedEx services will deliver to.

Is there a handling charge to forward packages to me?

No, there is no extra charge for forwarding small packages. We will only charge your Postage Account for the actual shipping cost.

Can my mail be sorted and all “junk mail” and “non-profit” mail be separated?

Yes, as a client we will never scan “junk mail” or the advertisements that come in some statements. You will be able to choose whether or not you would like to receive “non-profit” mail.

Can I have medications and packages sent to my Texas Home Base address?

Yes, we do receive medicine and small packages. We ask that you do not receive packages over 20 lbs.

Can I call or email to ask if a piece of mail is in my box?

Yes, you can call our toll free number (866) 766-2095 or email Elaine at info@texashomebase.com.

Will my bank accept a Texas Home Base address?

Most banks will accept a Texas Home Base address. However, there are several banks that do not allow their members to use a CMRA address. To our knowledge these banks include: Bank of America, American Express and CitiBank. We suggest using local Wichita Falls banks to help establish residency.

Is there a charge to dispose of “junk” mail?

No, there is no extra charge to shred “presorted standard” or “junk” mail. “Junk” mail is shredded on site by a professional document shredding company. A certificate of destruction is available upon request.

FORWARDING: Can I place my mail on hold until I am ready to receive it?

Yes, anytime you are traveling and unable to receive your mail, we can hold it for you. When you are ready to receive your mail, just let us know a forwarding address and the mail will be sent out.

FORWARDING: Will I receive Login information as a Mail Forwarding client?

No, at this time the THB Account portion of our website is only available to our Mail Scanning clients.

SCANNING: What do the numbers at the beginning and end of the document’s name mean?

The first number on the document name is the month’s number, ex. Jan = 01, Feb = 02, March = 03, April = 04, etc. The numbers at the end of the document is not the day of the month the piece is received, but rather the number we have given the document.

SCANNING: Do I have to set up a Postage Account if I use the Scanning Service?

If you will never want any piece of mail to be physically forwarded to you then you will not be required to set up a Postage Account. However, if you request any piece of mail forwarded you must then fund a Postage Account.

SCANNING: Are you able to deposit a check if I receive one?

Yes, for a yearly fee of \$50 or a \$15 fee every 3 months Texas Home Base can deposit your checks. If you use Wells Fargo, Bank of America or Chase Bank we will physically deliver your check. For other banks we will need a pre-printed deposit slip associated with your bank account number. Texas Home Base will forward your check along with the deposit slip to your bank's address.

SCANNING: How long do we store your scanned mail?

All scanned mail is securely shredded after 3 months unless we are instructed to hold specific documents per client request.

DIGITAL MAILBOX ONLY: How does the Digital Mailbox Service work?

When the mail comes into the office, each piece is named sequentially and according to the month it is received (ex. 08aug-01, 08aug-02, 08aug-03, etc.) Each document is opened, scanned, and uploaded to your online THB account once a week. Once you have read the mail you will instruct us to Hold, Shred or Forward each document via your online account. Example – You may wish to have 09sep-01 and 09sep-02 shredded, 09sep-03 held for future forwarding, and 09sep-04 forwarded immediately to a forwarding address you provide.

DIGITAL MAILBOX ONLY: Does the Digital Mailbox webpage work on any kind of browser?

The account webpage works on most internet browsers. At this time, many features of the account do not work on Internet Explorer.

DIGITAL MAILBOX ONLY: Is my mail encrypted?

The standard scanning plan protects your mail documents only with standard browser encryption. Mail documents are accessible and protected through account ownership. The fully encrypted plan encrypts mail documents as soon as they are scanned and offers a much higher level of privacy protection. Please see our Encryption page for more information on this process. When fully encrypted the client is the only one able to access his/her files. You will access the mail with a decryption key mailed to you in a starter kit. If you need a replacement key a charge of \$10.00 will be required. This is an option for those who receive highly sensitive mail. We are living in a time where hackers are constantly looking for ways to obtain sensitive information. If you choose the fully encrypted service you will be required to decrypt your mail documents using a PC. In order to view your documents the fully encrypted mail process will require a few extra steps.

DIGITAL MAILBOX ONLY: How will I instruct Texas Home Base to Hold, Shred or Forward my mail?

Next to each uploaded document on your account, there will be options to Hold, Shred or Forward. You will select one of these options for each mail piece and then click the “Submit Options” button at the bottom of the screen.

DIGITAL MAILBOX ONLY: How will Texas Home Base know where to send my mail?

You will update your forwarding address on your THB account. When you instruct Texas Home Base to forward your mail pieces your mail will be sent to the Forwarding Address on your account. Please remember to update your address **before** requesting any documents to be forwarded.

DIGITAL MAILBOX ONLY: When will I need to update my forwarding address?

You will need to make sure the forwarding address is correct before you select any documents to be forwarded. When you instruct Texas Home Base to forward your mail, your mail will be sent to the forwarding address listed on your account.

The “Hold” folder is used to store any documents you have requested us to “Hold.” We will hold these documents until you have instructed us to either “Forward” or “Shred” them. As soon as we have completed your “Forward” or “Shred” request the document will be deleted from your account.

EMAILED SCANNING ONLY: How does the Emailed Scanning Service work?

When the mail comes into the office, each piece is named sequentially and according to the month received (ex: 08aug01, 08aug02, 08aug03, etc.). Each document is opened, scanned and sent via email once a week. Once you have read the mail, you will instruct us to Hold, Shred or Forward each document. Example – You may wish to have 08aug-01 and 08aug-02 shredded, 08aug-03 held for forwarding, and 08aug-04 forwarded immediately to a forwarding address you provide.

EMAILED SCANNING ONLY: How will I instruct Texas Home Base to Hold, Shred or Forward my mail if I have use the email service?

You will instruct us to “Hold, Shred, or Forward” via a reply to each weekly email you receive. We ask that you provide a forwarding address with each “Forward” request sent via email.

**Elaine: info@texashomebase.com (Questions about your address)*

Julie: documents@texashomebase.com (Questions about your scans)

Dru: accounts@texashomebase.com (Questions about your account)

Aaron: shippingthb@gmail.com (Questions about your shipments)

****This is strictly information. It is intended to be legal advice. Consult an attorney for all legal matters.**

CHECK DEPOSIT SERVICE

(SCANNING SERVICE ONLY)

How will my checks be deposited?

Wells Fargo, Bank of America, or Chase Bank accounts: Checks will be physically deposited after they have been scanned.

All other banks: Checks will be sent via USPS Priority to the bank's address at your expense.

Can my checks be sent with a tracking number attached?

If you would prefer your checks be sent via USPS Priority, FedEx, UPS or DHL with a tracking number your Postage Account will be charged for the cost of shipping.

What information does Texas Home Base need for this service?

For Wells Fargo, Chase Bank or Bank of America accounts:

- Bank Name
- Name on Account
- Account Number

For all other banks:

- Bank Name
- Bank Address
- Contact Name at Bank (if applicable)
- Name on Account
- Account Number

Will I receive a deposit slip?

If Texas Home Base has physically deposited a check to either Wells Fargo, Chase or Bank of America your deposit slip will be scanned and sent to you via email or uploaded to your account.

A deposit slip will not be scanned if a check has been mailed to your bank.