

GREGG APPRAISAL DISTRICT

4367 W. Loop 281 LONGVIEW, TX. 75604

Phone: 903-238-8823 Fax: 903-238-8829

Confidential

**Business Personal Property Rendition of Taxable Property
for January 1, 2018**

TEXAS LAW REQUIRES THAT YOU COMPLETE AND RETURN THIS FORM

*****DUE DATE: APRIL 1, 2018*****

Business Name (DBA)	Business Owner's Name
Mailing Address	Location address if different from mailing address
City, State, Zip code	Phone (area code and number)
Other Locations or Warehouse Space (Optional):	
Authorized Agent <input type="checkbox"/> Fiduciary <input type="checkbox"/> Secured Party <input type="checkbox"/>	Name of Authorized Agent, Fiduciary, Secured Party
Mailing Address	
City, State, Zip code	Phone (area code and number)

This document must be filed with the appraisal district office in the county in which your property is taxable. It must not be filed with the office of the Comptroller of Public Accounts, Location and address information for appraisal district offices may be found at www.window.state.tx.us/propertytax/references/directory/cad.

GENERAL INSTRUCTIONS: This form is for use in rendering, pursuant to Tax Code, Section 22.01, tangible personal property used for the production of income that you own or manage and control as a fiduciary on January 1 of this year.

FILING AND DEADLINES: Rendition statements and property reports must be delivered to the chief appraiser after January 1 and not later than April 1, except as provided by Tax Code, Section 22.02. On written request by the property owner, the chief appraiser shall extend a deadline for filing a rendition statement or property report to May 1. The chief appraiser may further extend the deadline an additional 15 days upon good cause shown in writing by the property owner. Pursuant to Tax Code, Section 22.02, if an exemption applicable to a property on January 1 terminates during the tax year, the person who owns or acquires the property on the date applicability of the exemption terminates shall render the property for taxation within 30 days after the date of termination. If the chief appraiser denies an application for an exemption for property subject to rendition pursuant to Tax Code, Section 22.01(a), the person who owns the property on the date the application is denied shall render the property for taxation in the required manner with 30 days after the date of denial.

INSPECTION OF PROPERTY: Pursuant to Tax Code, Section 22.07, the chief appraiser or his authorized representative may enter the premises of a business, trade or a profession and inspect the property to determine the existence and market value of tangible personal property used for the production of income and having a taxable situs in the district.

REQUEST FOR STATEMENT REGARDING VALUE: Pursuant to Tax Code, Section 22.07, the chief appraiser may request, either in writing or by electronic means, that the property owner provide a statement containing supporting information indicating how value rendered was determined. The property owner must deliver the statement to the chief appraiser, either in writing or by electronic means not later than the 21st day after the date the chief appraiser's request is received. The statement must:

- (1) summarize information sufficient to identify the property, including:
 - (A) the physical and economic characteristics relevant to the opinion of value, if appropriate; and
 - (B) the source of the information used;
- (2) state the effective date of the opinion of value; and
- (3) explain the basis of the value rendered.

If the property owner is a business with 50 employees or less, the property owner may base the estimate of value on the depreciation schedules used for federal income tax purposes. Failure to comply in a timely manner is considered to be failure to timely render and the Tax Code requires that penalties be applied by the chief appraiser

PENALTIES: The Chief Appraiser must impose a penalty on a person who fails to timely file a required rendition statement or property report in an amount equal to 10% of the total amount of taxes imposed on the property for that year by taxing units participating in the appraisal district. The chief appraiser must impose an additional penalty on the person equal to 50 percent of the total amount of taxes imposed on the property for the tax year of the statement or report by the taxing units participating in the appraisal district if it is finally determined by a court that:

- (1) the person filed a false statement or report with intent to commit fraud or to evade the tax; or
- (2) the person alters, destroys, or conceals any record, document or thing, or presents to the chief appraiser any altered or fraudulent record, document, or thing, or otherwise engages in fraudulent conduct, for the purpose of affecting the course or outcome of an inspection, investigation, determination, or other proceeding before the appraisal district

If your business never opened, closed or moved out of Gregg County before January 1 of this year, PLEASE FILL OUT THE INFORMATION BELOW. (Optional)

Business was sold: Date _____ Name & Address of New Owner: _____

Business CLOSED/MOVED: Date _____ New Address: _____

If your business NEVER OPENED, you may be required to show evidence such as **Withdrawal of assumed name filed at the County Clerk office and return it with this form. **Failure to do so may result in property taxes being due by the business owner**

PART 1. GENERAL DESCRIPTION OF BUSINESS ASSETS

1. **What do you estimate to be the total value of your business assets (see definition of market value)?**

Check the total market value of your property. Under \$20,000 \$20,000 or more

If you checked under \$20,000 please complete Sec A. (below) Otherwise, complete Parts 2 through 6, whichever is applicable.

A. **Personal Property Valued Less Than \$20,000**

If needed you may attach additional sheets. Or, a computer-generated copy listing the information below.

General Property Description By Type/Category	Property Address or Address Where Taxable	Good Faith Estimate of Market Value (optional)	Property Owner/Name/Address if you manage or control property as a fiduciary

How many square feet does your business occupy? _____ (optional)

PART 2. INVENTORY

List all taxable inventories by type/category (i.e.: merchandise, supplies). If needed attach additional sheets. Or, you may attach computer generated copy listing the information.

Type/Category	Description	Estimate of quantity of each type	Good Faith estimate of market value (or) *	Historical cost when new	Year Acquired	Location if Different from location given above
Finished Goods						
Work in Progress						
Raw Materials						
Supplies &/or Spare Parts						
TOTAL						

Optional) Accounting Method Used: (Circle) Original Cost / Replacement / FIFO / LIFO + LIFO Reserve / Other (explain)

PART 3. PROPERTY AT YOUR LOCATION BY BAILMENT, LEASE, CONSIGNMENT OR OTHER ARRANGEMENT (THAT YOU DO NOT OWN)

If you manage or control property as a fiduciary on January 1, list the names and addresses of each property owner. (Sect. 22.04 (a), Tax Code) If you carry consigned goods, also list below the names and addresses of each consignor. If needed, you may attach additional sheets, or, you may attach a computer-generated copy listing the information needed.

Owner's Name, Address & Phone #	General property description by type/category	Selling Price if stated in Lease (Optional)	Annual Rent (Optional)

PART 4. YEAR ACQUIRED AND HISTORICAL COST WHEN NEW FOR FURNITURE & FIXTURES, MACHINERY & EQUIP, COMPUTERS, ELECTRONIC ITEMS, AND OTHER FIXED ASSETS

If needed, attach additional sheets. Or, you may attach computer generated copy listing the information needed below.

Year Acquired (and)	Furniture & Fixtures orig. cost	Office Machines orig. cost	Mobile radio, phone, PBX, Cell phone, fax orig. cost	All other Machinery & Equipment orig. cost	Computers PC and workstation orig. cost	Computers mainframe orig. cost	Misc. orig. cost	Misc. Desc.
2001 & PRIOR	\$							
2002	\$							
2003	\$							
2004	\$							
2005	\$							
2006	\$							
2007	\$							
2008	\$							
2009	\$							
2010	\$							
2011	\$							
2012	\$							
2013	\$							
2014	\$							
2015	\$							
2016	\$							
2017	\$							
TOTALS	\$							
GOOD FAITH Estimate of Market Value**	\$							

**Good faith estimate of market value" is not admissible in subsequent protest, hearing, appeal, suit, or other proceeding involving the property except for: (1) proceedings to determine whether a person complied with rendition requirement; (2) proceedings for determination of fraud or intent to evade tax; or (3) a protest under Section 41.41, Tax Code.
 ** If you provide an amount in a "historical cost when new" and "year acquired," you need not complete "good faith estimate of market value."

PART 5. AUTOMOBILES, TRUCKS, TRAILERS, BUSES, AIRPLANES AND SPECIAL EQUIPMENT MOUNTED ON VEHICLES

If needed, attach additional sheets. Or, you may attach computer generated copy listing the information needed below.

Year	Make & Model	License Number, VIN or Serial # (Optional)	Good Faith estimate of market value (or)*	Historical Cost (and)	Year Acquired

****ONE VEHICLE MAY BE EXEMPT IF USED FOR BOTH PERSONAL AND BUSINESS USE SUBJECT TO EXEMPTION APPLICATION: MUST BE FILED BY APRIL 30TH**
 Applications are located online, www.gcad.org and at our office 4367 W Loop 281. For more information, please contact our office (903) 238-8823.

PART 6. SIGNATURE & AFFIRMATION

If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Section 37.10, Penal Code.

- A. Are you the property owner, an employee of the property owner, or acting on behalf of an affiliated entity or the property owner? Yes No
- B. By checking this box, I affirm that the information contained in the most recent rendition statement filed for a prior tax year (the _____ tax year), with Gregg Appraisal District, continues to be a complete and accurate for the current tax year.
- C. Are you a secured party with a security interest in the property subject to this rendition and with a historical cost new of more than \$50,000, as defined and required by Tax Code, Section 22.01(c-1) and (c-2)? Yes No

If you checked "Yes" to this question, you must attach a document signed by the property owner indicating consent for you to file the rendition. Without the authorization, the rendition is not valid and cannot be processed.

D. This form must be signed and dated. By signing this document, you attest that the information contained on it is true and correct to the best of your knowledge and belief. If you checked "Yes" above, sign and date on the first signature line below. No notarization is required.

Signature _____ Printed _____
 sign here ► _____ Name _____ Phone# _____ Date _____

If you checked "No" on "A" above, you must complete the following:
 I swear that the information provided on this form is true and correct to the best of my knowledge and belief.

Signature _____ Printed _____
 here ► _____ Name _____ Phone# _____ Date _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public Signature _____ Notary Seal 

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Section 22.26 of the Property Tax Code states:

- a. Each rendition statement or property report required or authorized by this chapter must be signed by an individual who is required to file the statement or report.
- b. When a corporation is required to file a statement or report, an officer of the corporation or an employee or agent who has been designated in writing by the board of directors or by an authorized officer to sign in behalf of the corporation must sign the statement or report.

Section 22.01(c-1) of the Property Tax Code states:

- (1) "Secured party" has the meaning assigned by Section 9.102, Business & Commerce Code;
- (2) "Security interest" has the meaning assigned by Section 1.201, Business & Commerce Code.

Section 22.01(c-2) of the Property Tax Code states:

With the consent of the property owner, a secured party may render for taxation any property of the property owner in which the secured party has a security interest on January 1, although the secured party is not required to render the property by Subsection (a) or (b). This subsection applies only to property that has a historical cost when new of more than \$50,000.

Section 22.01(d-1) of the Property Tax Code states:

A secured party is not liable for inaccurate information included on the rendition statement if the property owner supplied the information or for failure to timely file the rendition statement if the property owner failed to promptly cooperate with the secured party. A secured party may rely on information provided by the property owner with the respect to:

- (1) the accuracy of information in the rendition statement;
- (2) the appraisal district in which the rendition statement must be filed; and
- (3) compliance with any provision of this chapter that require the property owner to supply additional information.

SPECIAL INSTRUCTIONS

Effective January 1, 2014, certain dealers of motor vehicle inventory may elect to file renditions under Tax Code, Chapter 22, rather than file declarations and tax statements under Tax Code, Chapter 23. Tax Code, Section 23.121(a)(3) allows a dealer to make this election if it (1) does not sell motor vehicles that are self-propelled and designed to transport persons or property on a public highway; (2) meets either of the following two requirements: (a) the total annual sales from the inventory, less sales to dealers, fleet transactions, and subsequent sales, for the preceding tax year are 25% or less of the dealer's total revenue from all sources during that period, or (b) the dealer did not sell a motor vehicle to a person other than another dealer during the preceding tax year and the dealer estimates that the dealer's total annual sales from the dealer's motor vehicle inventory, less sales to dealers, fleet transactions, and subsequent sales, for the 12-month period corresponding to the current tax year will be 25% or less of the dealer's total revenue from all sources during that period; (3) files with the chief appraiser and the tax collector by August 31 of the tax year preceding January 1 on a form prescribed by the comptroller a declaration that the dealer elects not to be treated as a dealer under Tax Code, Section 23.121 in the current tax year; AND (4) renders the dealer's motor vehicle inventory in the current tax year by filing a rendition with the chief appraiser in the manner provided by Tax Code, Chapter 22. A dealer who makes this election must file the declaration annually with the chief appraiser and the tax collector by August 31 of the preceding tax year, so long as the dealer meets the eligibility requirements of law.

Effective January 1, 2014, a dealer of heavy equipment inventory may render its inventory by filing a rendition statement or property report as provided by Tax Code, Chapter 22. If the dealer files a rendition, the dealer is not considered to be a dealer as defined by Tax Code, Section 23.1241(a)(1). A heavy equipment inventory dealer has the option to render or to file declarations and tax statements, without filing additional declarations with the chief appraiser or tax collector.

EXEMPTION OF ONE BUSINESS / PERSONAL MIXED-USE MOTOR VEHICLE NOW AVAILABLE

Sec. 11.254 allows **individuals** the exemption of **one** "passenger vehicle" (other than a motorcycle, golf cart, or bus) or "light truck" (that has a manufacturer's rated carrying capacity of one ton or less) used in a person's occupation or profession that is also used for personal activities.

The application form for this exemption is titled "Vehicle Use Exemption" and is now available at www.gcad.org from the "Form and Applications" or come by our office to obtain a copy.

ALLOCATION OF VALUE

In addition to filing a rendition under Tax Code Chapter 22, if you are claiming allocation of value on your Commercial/ Business Aircraft or Motor Vehicle(s), you must also file form 50-147 to qualify for this allocation.

You must file this completed allocation application **before April 1** and must provide the information required by this form. You will have to apply for this annually. You can find this form at www.gcad.org from the "Forms and Applications" or come by our office to obtain a copy.

LEASEHOLD IMPROVEMENTS

You can attach a list of all Leasehold Improvements, that you had on January 1, at your business location to your rendition.

Definitions

Address Where Taxable: In some instances, personal property that is only temporarily at its current address may be taxable at another location (taxable situs). If you know that this is the case, please list the address where taxable.

Consigned Goods: Personal property owned by another person that you are selling by arrangement with that person. If you have consigned goods, report the name and address of the owner in the appropriate blank, or on another sheet.

Estimate of Quantity: For each type or category listed, the number of items, or other relevant measure of quantity (e.g., gallons, bushels, tons, pounds, board feet).

Fiduciary: A person or institution who manages property for another and who must exercise a standard of care in such management activity imposed by law or contract.

Good Faith Estimate of Market Value*: Your best estimate of what the property would have sold for in U.S. dollars on January 1 of the current tax year if it had been on the market for a reasonable length of time and neither you nor the purchaser was forced to buy or sell. For Inventory, it is the price for which the property would have sold as a unit to a purchaser who would continue the business.

Historical Cost When New:** What you paid for the property when it was new, or if you bought the property used, what the original buyer paid when it was new. If you bought the property used, and do not know what the original buyer paid, state what you paid with a note that you purchased it used.

Inventory: Personal property that is held for sale to the public by a commercial enterprise.

Personal Property: Every kind of property that is not real property; generally, property that is movable without damage to itself or the associated real property.

Property Address (situs): the physical address of the personal property on January 1 of the current year. Normally, the property is taxable by the taxing unit where the property is located.

Secured Party: A person in whose favor a security interest is created or provided for under a security agreement, whether or not any obligation to be secured is outstanding; a person that holds an agricultural lien; a consignor; a person to which accounts, chattel paper, payment intangibles, or promissory notes have been sold; a trustee, indenture trustee, agent, collateral agent, or other representative in whose favor a security interest or agricultural lien is created or provided for; or a person that holds a security interest arising under Sections 2.401, 2.505, 2.711(c), 2A.508(e), 4.210, or 5.118.

Security Interest: An interest in personal property or fixtures which secured payment or performance of an obligation. "Security interest" includes any interest of a consignor and a buyer of accounts, chattel paper, a payment intangible, or a promissory note in a transaction that is subject to Chapter 9. "Security interest" does not include the special property interest of a buyer of goods on identification of those goods to a contract for sale under Section 2.401, but a buyer may also acquire a "security interest" by complying with Chapter 9. Except as otherwise provided in Section 2.505, the right of a seller or lessor of goods under Chapter 2 or 2A to retain or acquire possession of the goods is not a "security interest," but a seller or lessor may also acquire a "security interest" by complying with Chapter 9. The retention or reservation of title by a seller of goods notwithstanding shipment or deliver to the buyer under Section 2.401 is limited in effect to a reservation of a "security interest." Whether a transaction in the form of a lease creates a security interest is determined pursuant to Section 1.203.

Tax Rates: The Gregg Appraisal District does not set local property tax rates, but establishes a fair market value for taxable property within its boundaries. The District then provides an appraisal roll to each of the taxing units.

Type/Category: Functionally similar personal property groups. Examples are: furniture, fixtures, machinery, equipment, vehicles, and supplies. Narrower groupings such as personal computers, milling equipment, freezer cases, and forklifts should be used, if possible. A person is not required to render for taxation personal property appraised under Section 23.24.

Year Acquired: The year that you purchased the property.

NOTICE:

Please be sure you have read and understand the new rendition laws.

A 10% penalty now applies for failure to file timely.

[Section 22.28(a), Property Tax Code]

Assistance: Questions or comments concerning this form. Please call 903-238-8823

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