

**TEXAS LAW REQUIRES THAT YOU COMPLETE AND RETURN THIS FORM BY APRIL 15.**

## 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, 2012

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)
<b>Other Locations or Warehouse Space:</b>	
Authorized agent's name	Is Fiduciary on file <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address	
City, State, Zip code	Phone (area code and number)

**IMPORTANT:** This rendition covers property you owned or manage and control as a fiduciary on January 1 of this year. You must file this rendition with the county appraisal district after January 1 and not later than April 15 of this year. If you fail to timely file a rendition, you will be liable for a penalty equal to 10 percent of the total amount of taxes imposed by the taxing units. If a court determines that you filed a false rendition or report with the intent to commit fraud or evade the tax or you alter, destroy, or conceal any record, document, or thing or present to the chief appraiser any altered or fraudulent record, document, or thing, or otherwise engage in fraudulent conduct for the purpose of affecting the outcome of an inspection, investigation determination, or other proceeding before the appraisal district, the chief appraiser must impose a penalty equal to 50 percent of the total taxes due on the property for the current year. The chief appraiser must grant an extension for the filing date up to May 15 if requested in writing prior to the filing deadline. You may receive an additional 15-day extension if you request it in writing and show good cause for the extension. If the chief appraiser denies an exemption or an exemption applicable to a property on January 1 terminates during the tax year, you must file a rendition form within 30 days after the termination. If you provide information substantially equivalent to a rendition to a company contracted with the appraisal district to appraise property, you are not required to file this rendition form. If your property is regulated by the Texas Public Utility Commission, Railroad Commission, the federal Surface Transportation Board, or Federal Energy Regulatory Commission, you are not required to file this rendition. The chief appraiser may request a copy of the annual regulatory report.

#### TYPE OF OWNERSHIP (Optional)

INDIVIDUAL  PARTNERSHIP  CORPORATION  TRUST  OTHER (describe) \_\_\_\_\_

Nature of Business \_\_\_\_\_ NUMBER OR SQUARE FEET YOUR BUSINESS OCCUPIES AT THIS LOCATION: \_\_\_\_\_

Name of Owner \_\_\_\_\_ Address of Owner (if different than above) : \_\_\_\_\_

Business Phone: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

IF BUSINESS HAS BEEN DISCONTINUED OR SOLD, PLEASE INDICATE DATE AND TO WHOM SOLD \_\_\_\_\_

In completing your rendition, state law provides you may either provide a good faith estimate of the market value or the historical cost of the property when purchased and the year of acquisition. It is at your discretion to provide either one or both types of information. If your good faith estimate of total value for your property is less than \$20,000 you only need to render a general description of the property and its physical location or taxable situs (Part 1 below).

The chief appraiser may request, either in writing or by electronic means that you provide a statement containing supporting information indicating how the value rendered was determined. The statement must:

1. summarize information sufficient to identify the property including the physical and economic characteristics relevant to the opinion of value, if appropriate, and 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 your business has 50 or less employees, you may base that value estimate on the depreciation schedules used for federal income tax purposes.

You must deliver the statement within 21 days of the request.

When required by the chief appraiser, you must render any taxable property that you own or manage and control as a fiduciary on January 1. [Section 22.01(b), Tax Code] For this type of property, complete the appropriate steps.

### 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)?**
  - Under \$20,000 (optional: give estimated market value \_\_\_\_\_)
  - \$20,000 or more
    - If you checked under \$20,000 and/or gave value estimate you may complete part 1 and skip to part 7. If you checked \$20,000 or more, please complete all parts of this form.
2. **Please describe the general types of assets you own (merchandise, parts, tools, supplies, office equip, trucks, trailers, etc.):** \_\_\_\_\_

## PART 2. INVENTORY

List all taxable inventories by type of property (example: merchandise, supplies, etc.). If needed attach additional sheets. Or, you may attach computer generated copy listing the information below.

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

(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)

List the name and address of each property owner of taxable property that is in your possession or under your management on January 1 by bailment, lease, consignment, or other arrangement. (Section 22.04(a), Tax Code) If needed, attach additional sheets. Or, you may attach a computer generated copy listing the information needed.

Owner's Name, Address & Phone #	Description	Selling Price if stated in Lease (Optional)	Annual Rent (Optional)

## PART 4. LEASEHOLD IMPROVEMENTS

Attach a list of all leasehold improvements at your business location, you own and may remove.

Description	Good Faith estimate of market value (or) *	Historical cost when new (and)	Year acquired

## PART 5. 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, telephone, 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.
<b>1996 &amp; Prior</b>	\$							
<b>1997</b>	\$							
<b>1998</b>	\$							
<b>1999</b>	\$							
<b>2000</b>	\$							
<b>2001</b>	\$							
<b>2002</b>	\$							
<b>2003</b>	\$							
<b>2004</b>	\$							
<b>2005</b>	\$							
<b>2006</b>	\$							
<b>2007</b>	\$							
<b>2008</b>	\$							
<b>2009</b>	\$							
<b>2010</b>	\$							
<b>2011</b>	\$							
<b>TOTALS</b>								

\*\*"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.

**PART 5A. GOOD FAITH ESTIMATE OF MARKET VALUE FOR FURNITURE & FIXTURES, MACHINERY & EQUIP., COMPUTERS, ELECTRONICS, & OTHER FIXED ASSETS FROM PART 5.**

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

	Furniture & Fixtures	Office Machines	Mobile radio, telephone, PBX, Cell phone, fax	All other Machinery & Equipment	Computers (PC and workstations)	Computers (mainframes)	Miscellaneous
Location if Different from above							
Good Faith Estimate of Market Value*							

**PART 6. AUTOMOBILES, TRUCKS, TRAILERS, BUSES AND AIRPLANES**

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) *	Cost (and)	Year acquired

**See Back of this Form for Information Regarding Exemption of One Business/Personal Mixed-Use Motor Vehicle**

**PART 6A. SPECIAL EQUIPMENT MOUNTED ON VEHICLES ABOVE**

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

Description of equipment	License Number or VIN to which attached (optional)	Good Faith estimate of market value (or) *	Historical cost when new(and)	Year acquired

**PART 7. SIGNATURE & AFFIRMATION**

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.

**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. Please read the attached article titled "Taxpayers May Now File an Abbreviated Rendition When There Are **No Changes** To Their Most Recent Prior Year Rendition". If your business qualifies, please read, complete, and affirm the following statement with the intent for it to satisfy your rendition filing requirements for this year. "I affirm that the information contained on the rendition form filed in prior tax year, with Gregg Appraisal District, continues to be a complete and accurate rendition as of January 1<sup>st</sup> of this year in accordance with Texas Property Tax Code 22.01".  
 Yes  No

C. 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.

sign here ► \_\_\_\_\_  
 Signature Printed 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 Name Phone# Date

sign here ► \_\_\_\_\_  
 Name Phone# Date  
 Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public Signature \_\_\_\_\_ Notary Seal 

\*\*"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.

## RECENT LEGISLATION AFFECTING PROPERTY TAX APPRAISAL

### **AN APPRAISAL DISTRICT'S BOUNDARIES ARE THE SAME AS THE COUNTY'S BOUNDARIES**

In past years, the outermost boundaries of an appraisal district were not necessarily the same as the county in which it was situated mainly because the taxing entities it served (such as cities, school districts, etc) were located in two or more counties. These were called "**Overlap**" properties. In March 2007 the Texas Legislature passed HB 1010 which, beginning in the 2008 tax year, sets an **appraisal district's boundaries to be the same as the county's boundaries**. Whatever county the property is located in, that's the appraisal district and appraisal review board for taxpayers to do business with.

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

In April 2007 the Texas Legislature passed HB1022 which, in conjunction with a constitutional amendment approved by voters last November, 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](http://www.gcad.org) from the "Forms and Applications" or come by our office to obtain a copy.**

### **TAXPAYERS MAY NOW FILE AN ABBREVIATED RENDITION WHEN THERE ARE NO CHANGES TO THEIR PRIOR YEAR RENDITION**

The 80<sup>th</sup> Texas Legislature recently passed HB 264 amending portions of Chapter 22 of the Property Tax Code. Generally, this chapter identifies what information taxpayers are required to report regarding their business personal property as of January 1<sup>st</sup>. **If there are any changes whatsoever to report from your prior year rendition, or if you have never filed a rendition in the prior year for your account, you may not file an abbreviated rendition.** However, if after careful review of your records you determine the information on the prior year rendition you filed is still complete and accurate as of January 1<sup>st</sup> of this year and in compliance with Section 22.04, then you would qualify to file an abbreviated 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.

**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.

**Year Acquired:** The year that you purchased the property.

**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.

### **NOTICE:**

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

**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.