

**TRAVIS CENTRAL APPRAISAL DISTRICT**  
**2018 Business Personal Property Rendition – General Information**

If original cost was provided on a previous years' rendition, those costs are preprinted in Schedule E of the enclosed rendition. To continue receiving a preprinted rendition, please complete Schedule E, regardless of total market value. If a cost or value is entered in the OTHER column of either the Good Faith Estimate or Schedule E, a description of the asset must be provided.

The completed rendition should include pages 1, 3 and 5, plus any attachments (if applicable). Do not return copies of this page, or pages 2 and 4 (reverse side of form).

**Renditions may be mailed, emailed or hand-delivered to:**

<b>Mailing Address</b>	<b>P.O. Box 149012</b> <b>Austin, TX 78714-9012</b>
<b>Physical Address</b>	<b>8314 Cross Park Dr, Austin, TX 78754</b>

**TCAD cannot confirm receipt of renditions.** If you require confirmation, please choose a mailing method that will provide a delivery confirmation.

**Additional forms and FAQs are available at [www.traviscad.org](http://www.traviscad.org).** You may also call (512) 834-9317 to speak with a customer service representative or e-mail questions to [bpp@tcadcentral.org](mailto:bpp@tcadcentral.org).

**ATTENTION: THE FILING DEADLINE HAS CHANGED TO APRIL 1**

**April 1, 2018** - deadline for filing a personal property rendition. The 2018 deadline for filing a business personal property rendition may be extended to May 1st if a written request is filed not later than April 1<sup>st</sup>.

**May 1, 2018** - deadline to file personal property rendition if extension is requested by April 1, 2018.

**April 30, 2018** – deadline for filing Mixed-Use Vehicle Exemption, TCEQ Pollution Control Exemption, Freeport Goods Exemption, Lessor's Application for Personal Use Lease Automobile Exemption, etc. Forms are available at [www.traviscad.org](http://www.traviscad.org) under Business Personal Property.

**SECTION 22.28 OF THE TEXAS PROPERTY TAX CODE REQUIRES CHIEF APPRAISERS TO IMPOSE A 10 PERCENT PENALTY ON BUSINESSES THAT FAIL TO TIMELY RENDER THEIR TANGIBLE BUSINESS PERSONAL PROPERTY USED FOR THE PRODUCTION OF INCOME.**

The 2018 Notice of Appraised Value will be mailed to you between mid-April and mid-July, depending on when your rendition is processed. Business personal property accounts with a total market value of \$20,000 or less will generally receive their Notice of Appraised Value in June or July.

An Excel rendition template is available at [www.traviscad.org](http://www.traviscad.org) – see *Forms*. Please refer to the *General Information* tab of the template for more information.

TRAVIS CENTRAL APPRAISAL DISTRICT

8314 Cross Park Dr.
P.O. BOX 149012
Austin, Texas 78714-9012

For Assistance call (512)834-9317

TDD (512) 836-3328

WWW.TRAVISCAD.ORG

CONFIDENTIAL Business Personal Property
Rendition of Taxable Property FOR January 1, 2018

Does one or more taxing units located in the county exempt freeport property under Tax Code Section 11.251? ... Yes No
This document must be filed with the appraisal district office in the county in which the property is taxable. It must not be filed with 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.

STEP 1: Business Name, Owner Address, Phone, Physical Location or Situs (Required)

Owner Name and Mailing Address Property ID:
Business Name: Business Location: REF ID:
Telephone (area code):
Ownership Type (Optional):
Total Square Footage (Optional)

STEP 2: Representation (Fill out this form as)

Please indicate if you are filling out this form as:
Owner, employee, or employee of an affiliated entity of the owner
Authorized Agent
Fiduciary
Secured Party
Name of Owner, Authorized Agent, Fiduciary, or Secured Party
Present Mailing Address, City, State, Zip Code Phone (area code and number)
Are you a secured party with a security interest in the property subject to this rendition and with historical cost new of more than 50,000 as defined by the 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.

STEP 3: Affirmation of Prior Year Rendition (Check only if applicable and your assets were exactly the same as last year's rendition form.)

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) continues to be complete and accurate for the current tax year.

STEP 4: Business Information (Optional)

Please address all that apply.
Business type: Manufacturing Wholesale Retail Service New Business
Business Description Square Feet Occupied
Business Sold Date Business Start Date at Location Sales Tax Permit Number
New Owner Business Moved Date
New Location City, State Zip Code Business Closed Date
Did assets remain in place as of Jan.1? Yes No The business owned no taxable assets in this county as of Jan. 1

STEP 5: 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 only Schedule A and if applicable, Schedule D. Otherwise complete Schedule(s) B, C, E, F and/or D, whichever are applicable.
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 [Tax Code Section 22.01(b)]. For this type of property, complete Schedule A, B, C, D, E and/or F, whichever are applicable.
When required by the chief appraiser, you must file a report listing the name and address of each owner of property that is in your possession or under your management on January 1 by bailment, lease, consignment, or other arrangement [Tax Code Section 22.04(a)]. For this type of property, complete Schedule D.

STEP 6: Sign and Date Form

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 are a secured party, property owner, an employee of the property owner, or an employee of a property owner on behalf of an affiliated entity of the property owner, print, sign and date on the lines below. No notarization is required.

print here sign here Date

If you are not a secured party, property owner, an employee of the property owner, or an employee of a property owner on behalf of an affiliated entity of the property owner, print, sign and date on the lines below. Notarization is required. I swear that the information provided on this form is true and correct to the best of my knowledge and belief.

print here sign here Date

Subscribed and sworn before me this day of, 20

Notary Public, State of Texas

## IMPORTANT INFORMATION

**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 Jan. 1 and not later than April 15, except as provided by Tax Code Section 22.02. (See below for different deadlines in certain appraisal districts.) On written request by the property owner, the chief appraiser shall extend a deadline for filing a rendition statement or property report to May 15. The chief appraiser may further extend the deadline an additional 15 days upon good cause shown in writing by the property owner.

**DIFFERENT DEADLINES IN CERTAIN APPRAISAL DISTRICTS:** Rendition statements and property reports for property located in an appraisal district in which one or more taxing units exempt freeport property under Tax Code Section 11.251 must be delivered to the chief appraiser not later than April 1. On written request by the property owner, the chief appraiser shall extend this deadline to May 1. The chief appraiser may further extend the deadline an additional 15 days for good cause shown in writing by the property owner.

**TERMINATED EXEMPTION:** Pursuant to Tax Code Section 22.02, if an exemption applicable to a property on Jan. 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 within 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 premise of a business, trade, or profession and inspect the property to determine the existence and market value of tangible personal property used for the production of income and having 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.

Failure to comply in a timely manner is considered to be a 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 percent 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 participation in the appraisal district if it is finally determined by a court trial that:

- (1) the person filed a false statement or report with the 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.

**SPECIAL INSTRUCTIONS:** 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 percent 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 percent 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 Aug. 31 of the tax year preceding Jan. 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 Aug. 31 of the preceding tax year, so long as the dealer meets the eligibility requirements of law.

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.

Did you timely apply for a Sept. 1 inventory date? (Optional).....  Yes  No

Does your inventory involve interstate/foreign commerce issues? (Optional).....  Yes  No

Does your inventory involve freeport goods? (Optional).....  Yes  No

**SCHEDULE A: PERSONAL PROPERTY VALUED LESS THAN \$20,000**

List all taxable personal property by type/category of property (see "Definitions and Relevant Tax code Section"). If needed, you may attach additional sheets OR a computer-generated copy listing the information below. If you manage or control as a fiduciary on Jan. 1, also list the names and addresses of each property owner. "Good faith estimate of market value" or "historical cost when new" is optional for Schedule A only.

General Property Description by Type/Category	Estimate of Quantity of Each Type	Good Faith Estimate Of Market Value* <b>OR</b>	Historical Cost When New** <b>AND</b>	Year acquired**	Property Owner Name/Address (If you manage or control as a fiduciary)

**PERSONAL PROPERTY VALUED AT \$20,000 OR MORE**

**SCHEDULE B: INVENTORY, RAW MATERIALS AND WORK IN PROCESS**

List all taxable inventories by type of property. If needed, attach additional sheets OR a computer-generated copy listing the information below. If you manage or control property as a fiduciary on Jan 1, also list the names and addresses of each property owner.

Property Description by Type/Category	Property Address or Address Where Taxable	Estimate of Quantity of Each Type	Good Faith Estimate Of Market Value* <b>OR</b>	Historical Cost When New** <b>AND</b>	Year Acquired**	Property Owner Name/Address (If you manage or control property as a fiduciary)

**SCHEDULE C: SUPPLIES**

List all supplies by type of property. If needed attach additional sheets OR a computer-generated copy listing the information below. If you manage or control property as a fiduciary on Jan 1, also list the names and addresses of each property owner.

Property Description by Type/Category	Property Address or Address Where Taxable	Estimate of Quantity of Each Type	Good Faith Estimate Of Market Value* <b>OR</b>	Historical Cost When New** <b>AND</b>	Year Acquired**	Property Owner Name/Address (If you manage or control property as a fiduciary)

**SCHEDULE D: PROPERTY UNDER BAILMENT, LEASE, CONSIGNMENT OR OTHER ARRANGEMENT**

List the name and address of each owner of taxable property that is in your possession or under your management on Jan. 1 by bailment, lease, consignment or other arrangement. If needed, attach additional sheets OR a computer-generated copy listing the information below.

Property Owner's Name	Property Owner's Address	General Property Description

\* You may provide a "good faith estimate of market value" by year acquired on additional sheets. If you provide an amount in the "good faith estimate of market value," you need not complete "historical cost when new" and "year acquired." "Good faith estimate of market value" is not admissible in a 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 Tax Code Section 41.41.

\*\* If you provide an amount in "historical cost when new" and "year acquired," you need not complete "good faith estimate of market value."

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 Penal Code Section 37.10.

## DEFINITIONS AND RELEVANT TAX CODE SECTIONS

### Tax Code Section 22.26 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.

### Tax Code Section 22.01(c-1) states:

In this section:

- (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.

### Tax Code Section 22.01(c-2) 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.

### Tax Code Section 22.01(d-1) states:

A secured party who renders property under Subsection (c-2) shall indicate the party's status as a secured party and shall state the name and address of the property owner.

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 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 provisions of this chapter that require the property owner to supply additional information.*

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**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 addresses 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.

**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 Jan. 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:** The physical address of the personal property on January 1 of the current tax 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 Business and Commerce Code 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 Business and Commerce Code 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 delivery 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 Business and Commerce Code Section 1.203.

**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 under Section 23.24, Tax Code.

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

**SCHEDULE E: FURNITURE, FIXTURES, MACHINERY, EQUIPMENT, COMPUTERS, VEHICLES**

**Good Faith Estimate \***

	Furniture & Fixtures	Office Equipment (Includes POS systems)	Computer Equipment (Includes Servers and Mainframes)	Machinery & Equipment	Vehicles, Trailers & Special Equip. (Enter total good faith estimate from Schedule F below)	Other-DESCRIBE (Items not listed in other schedules)	
						Value	Description
<b>Total</b>							

Total (by year acquired) all furniture, fixtures, machinery, equipment, computers, and vehicles (new or used) still in possession on Jan 1. Items received as gifts are to be listed in the same manner. If needed, attach additional sheets OR a computer generated listing of the information below.

**Historical Cost When New (Omit Cents) \*\***

Year Acquired	Furniture & Fixtures	Office Equipment (Includes POS systems)	Computer Equipment (Includes Servers and Mainframes)	Machinery & Equipment	Vehicles, Trailers & Special Equip. (Enter total cost by year from Schedule F below)	Other-DESCRIBE (Items not listed in other schedules)	
						Cost	Description
2017							
2016							
2015							
2014							
2013							
2012							
2011							
2010							
2009							
2008							
2007							
2006							
2005							
2004							
2003 & Prior							
<b>Total</b>							

**SCHEDULE F: VEHICLES AND TRAILERS AND SPECIAL EQUIPMENT**

List only vehicles that are licensed in the name of the business as shown on Page 1. Vehicles disposed of after Jan. 1 are taxable for the year and must be listed below. If needed, attach additional sheets OR a computer generated listing of the information below. Report leased vehicles under Schedule D. Leased vehicles must be reported showing the name and address of the owner.

Year (optional)	Make (optional)	Model (optional)	Vehicle Identification Number	Good Faith Estimate of Market Value* <span style="color:red">OR</span>	Historical Cost When New** <span style="color:red">AND</span>	Year Acquired**

\* You may provide a "good faith estimate of market value" by year acquired on additional sheets. If you provide an amount in the "good faith estimate of market value," you need not complete "historical cost when new" and "year acquired." "Good faith estimate of market value" is not admissible in a 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 Tax Code Section 41.41.

\*\* If you provide an amount in "historical cost when new" and "year acquired," you need not complete "good faith estimate of market value."