

TRAVIS CENTRAL APPRAISAL DISTRICT
2019 Business Personal Property Rendition – General Information

Renditions may be mailed or hand-delivered to:

Mailing Address	P.O. Box 141864 Austin, TX 78714-1864
Physical Address	8314 Cross Park Dr, Austin, TX 78754

The completed rendition should consist of pages 1, 3 and 5, plus any attachments. In addition to this form, an Excel rendition template is available on the TCAD website www.traviscad.org (see *Forms*). Please refer to the *General Information* tab of the Excel template for more information.

Large, multi-jurisdictional accounts reporting leased equipment and/or leased vehicles are encouraged to provide their asset listing in a spreadsheet. For more information, call 512-834-9317 x 513.

TCAD cannot confirm receipt of renditions, extension requests, or exemption forms, etc. If you require confirmation, please choose a mailing method that will provide a delivery confirmation.

Additional forms, FAQs and an informational video (BPP Rendition Explained) are available at www.traviscad.org. For questions, please call (512) 834-9317 to speak with a customer service representative or e-mail your question(s) to bpp@tcadcentral.org.

IMPORTANT DEADLINES*

April 1, 2019 is the deadline to file your Rendition, request an extension until May 1, 2019, or file an Application for Allocation of Value (the allocation application deadline of March 31, 2019 falls on Sunday in 2019).

May 1, 2019 is the deadline to file your Rendition if you requested an extension on or before April 1, 2019.

April 30, 2019 is the deadline to file for an exemption such as the Freeport Goods exemption, Mixed-Use Vehicle exemption, Pollution Control exemption, Lessor's Application for Personal Use Lease Automobile exemption, etc. All forms are available on our website – www.traviscad.org.

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.

* Mail or contract delivery such as UPS or FedEx must be postmarked or bear a receipt mark on or before the deadline date. Hand deliveries to TCAD must be physically received in our office before the close of business (4:45 pm) on the deadline date.

(OVER)

ADDITIONAL INFORMATION

All tangible business personal property assets must be reported; that includes capitalized assets, assets that have been fully depreciated on your books and assets which were expensed rather than capitalized for income tax purposes. Typical computer software installed on a PC is normally considered intangible personal property and not taxable. Exceptions exist such as software that is vital to the operation of computerized machinery.

If your business personal property assets on January 1, 2019 were exactly the same as those assets contained in the most recent rendition filed, you can choose to comply with the filing requirements by completing Step 3 on Page 1. After verifying that the costs preprinted in Schedule E (if applicable) are correct, check the box in Step 3, enter the prior tax year in the blank, and sign and date your form.

Schedule A

Schedule A may only be used if the **TOTAL** value of tangible personal property including Inventory, Raw Materials and Work in Process, Supplies, Furniture, Fixtures and Equipment and Vehicles is less than \$20,000.

Schedule E

If original cost was provided on the previous years' rendition in Schedule E, those costs are now preprinted in the Historical Cost section of Schedule E on the enclosed rendition.

1. If you disposed of any asset(s) prior to January 1, 2019, edit the cost in the appropriate column and year row where the asset(s) were originally reported.
2. Enter the cost of any asset(s) that were purchased in 2018 in the appropriate column and 2018 acquired year row.
3. The cost of any other asset(s) that may have been transferred in or were not previously reported should be entered in the appropriate column and year row.

If either a good faith estimate or historical cost is entered in the OTHER column of Schedule E, a description of the asset must be provided.

Your 2019 Valuation

The 2019 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 late May-mid June.

The deadline for filing a protest will be stated on the last page of the Notice of Appraised Value. If you did not file a timely rendition, a statement regarding the imposition of a 10% penalty will also be shown.

TRAVIS CENTRAL APPRAISAL DISTRICT

8314 Cross Park Dr.
P.O. BOX 141864
Austin, Texas 78714-1864

For Assistance call (512)834-9317

TDD (512) 836-3328

WWW.TRAVISCAD.ORG

CONFIDENTIAL Business Personal Property
Rendition of Taxable Property FOR January 1, 2019

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 on the Comptroller's website. See important information regarding deadlines on page 2.

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

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 a 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 Jan. 1 [Tax Code Section 22.01(b)]. For this type of property, complete Schedule(s) 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 taxable property that is in your possession or under your management on Jan. 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 Jan. 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 an authorized representative may enter the premises 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 participating 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* OR	Historical Cost When New** AND	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* OR	Historical Cost When New** AND	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* OR	Historical Cost When New** AND	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

* If you provide an amount for the good faith estimate of market value, you need not complete historical cost when new and year acquired. You may provide a good faith estimate of market value by year acquired on additional sheets. 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 Jan. 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.

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 Jan. 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
Total							

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
2018							
2017							
2016							
2015							
2014							
2013							
2012							
2011							
2010							
2009							
2008							
2007							
2006							
2005							
2004 & Prior							
Total							

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 (optional)	Good Faith Estimate of Market Value* OR	Historical Cost When New** AND	Year Acquired**

* If you provide an amount for the good faith estimate of market value, you need not complete historical cost when new and year acquired. You may provide a good faith estimate of market value by year acquired on additional sheets. 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