

COLLIN CENTRAL APPRAISAL DISTRICT

250 Eldorado Pkwy
McKinney, TX 75069

Ph – 469.742.9200 / 866.467.1110

www.CollinCAD.org

Tax Year: _____

Property ID: _____

Geo ID: _____

**BUSINESS PERSONAL PROPERTY
ANNUAL RENDITION OF TAXABLE PROPERTY**

Printed/Mailed:

Date Completed:

***** **DUE DATE: April 15, 2013** *****

▼ PLEASE CONFIRM MAILING ADDRESS ▼

Business Personal Property Owner's Name:

Business Name:

Owner's Address:

Business Location:

Owner's City, State, Zip Code:

Business Mailing Address:

Owner's Phone (area code + number):

Business City, State, Zip Code:

Type of Business :*

Business Phone (area code + number):*

Date Business Purchased:*

Square Footage of Area Leased:*

Annual Rental Rate Per Square Foot:*

Seller(s) Name(s) and Address(es):*

State Sales Tax Permit Number:*

Length of Ownership:*

Building/Shopping Center Name:*

Other Businesses Owned:*

Date Business Started:*

Check the total market value of your business personal property: **Under \$20,000** **\$20,000 or over**
If you checked "Under \$20,000" please complete only Schedule F. Otherwise, complete Schedules A thru E, whichever are applicable.
 By checking this box, I affirm that the information contained in my most recent rendition statement filed for a prior tax year (tax year: _____), continues to be complete and accurate for the current tax year.

Date Business Relocated: (if applicable)

Relocation Address:

Date Business Sold:

Buyer(s) Name(s) and Address(es):

Authorized agent's name: (if different from above)

Agent's mailing address: (number and street)

City, State, Zip Code:

Phone: (area code & number)

* Optional

SCHEDULE A:

INVENTORY						
List all taxable inventories by type of property (example: merchandise, supplies, etc.). If needed, attach additional sheets OR a computer-generated copy listing the information below.						
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 B:

PROPERTY UNDER BAILMENT, LEASE, CONSIGNMENT, OR OTHER ARRANGEMENT						
If you manage or control property as a fiduciary on January 1, also list the names and addresses of each property owner. If needed, attach additional sheets OR a computer-generated copy listing the information below. If you carry consigned goods, also list below the names and addresses of each consignor. If needed, attach additional sheets or a computer-generated listing.						
Property description by type / category	Property address or address where taxable	Estimate of quantity of each type (optional)	Good faith estimate of market value* (optional) OR →	Historical cost when new** (optional) AND →	Year Acquired** (optional)	Leasing Company or Property Owner name/address (if you manage or control property as a fiduciary)

SCHEDULE C:

SUPPLIES						
If needed, attach additional sheets OR a computer-generated copy listing the information below.						
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)

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

Note: If you are a dealer/ retailer of inventory that is subject to Sections 23.121, 23.124, 23.1241, or 23.127, Tax Code (alternate methods of appraising vehicles, vessels, outboard motors, and trailers, manufactured housing, and heavy equipment), list this type of property on the appropriate Dealer’s Inventory Declaration rather than this schedule.

SCHEDULE E:

VEHICLES AND TRAILERS AND SPECIAL EQUIPMENT

List only vehicles that are licensed in the name of the business as shown on Page 1. Leased vehicles must be reported showing the name and address of the owner. Vehicles disposed of after January 1st are taxable for the year and must be listed below. Attach additional sheets if needed. Report leased under Schedule B

Year	Make	Model	Vehicle Identification Number (VIN)	Good Faith Estimate of Market Value* (OR)	Historical Cost When New** (AND)	Year Acquired**

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

NOTE: If inventory you own is subject to Tax Code Sections 23.121; 23.127; 23.1241; or 23.12D, an alternate method of appraising vehicles, vessels, outboard motors and trailers, manufactured housing, and heavy equipment is required and you need not list that inventory on this rendition.

SCHEDULE F:

PERSONAL PROPERTY VALUED LESS THAN \$20,000

List all taxable personal property by type/category of property (See "Definitions"). If needed you may attach additional sheets OR you may attach a computer-generated copy listing the information below. If you manage or control property as a fiduciary on January 1, also list the names and addresses of each property owner.

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)

**"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.

NOTE: If inventory you own is subject to Tax Code Sections 23.121; 23.127; 23.1241; or 23.12D, an alternate method of appraising vehicles, vessels, outboard motors and trailers, manufactured housing, and heavy equipment is required and you need not list that inventory on this rendition.

When required by the chief appraiser, you must render 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 Schedule A, B, C, D and/or E, whichever is 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. [Section 22.04(a), Tax Code] For this type of property, complete Schedule B.

Are you the Business Personal Property owner, an employee of the Business Personal Property owner, or an employee of a Business Personal Property owner on behalf of an affiliated entity of the owner? YES NO

Please indicate if you are filling out this form as: Manager Authorized Agent In a Fiduciary Capacity

Applicants Mailing Address: _____ City, State, Zip Code: _____ Phone (optional): _____

THE RENDITION MUST BE SIGNED AND DATED. By signing this document, you attest that the information contained on it and any attachments submitted with it are true and correct to the best of your knowledge and belief.

If you checked "YES" above, sign and date below. (No notarization is required)

Print Name & Title: _____ Signature: _____ Date: _____

If you checked "NO" above, you must complete the following: By signing below I swear that the information provided on this form is true and accurate.

Print Name & Title: _____ Signature: _____ Date: _____

I attest that the individual signing above subscribed and swore to the accuracy and truth of the information provided on this form before me, this the _____ day of _____, _____.

Notary Public Signature & Seal/Stamp:

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.



Collin Central Appraisal District

IMPORTANT RENDITION INFORMATION

GENERAL INSTRUCTIONS: This form is for use in rendering, pursuant to Tax Code §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 15, except as provided by Tax Code §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 15. 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 §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 §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 §22.07, the chief appraiser or his 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 a taxable situs in the district.

REQUEST FOR STATEMENT REGARDING VALUE: Pursuant to Tax Code §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 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 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.

The District Attorney is authorized to bring a civil suit on behalf of the appraisal district for fraud if there is evidence that a rendition included false information, or if the owner intentionally omitted required information in order to avoid taxation. If the court finds fraud, the monetary penalty is 50% of tax liability. The matter may also be referred for criminal charges under Section 37.10 of the Penal Code.

-When required by the Tax Code or by the chief appraiser, the person rendering property shall use the model form adopted by the Comptroller of Public Accounts, or use a form containing information that is in substantial compliance with the model form if approved by the comptroller.

-If you are no longer the owner of any business personal property or you have relocated your business outside of Collin County as of January 1, you should notify our office so that we can remove the property from your name. Please retain a copy of all completed forms for your records.

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.

If you fail to timely file a rendition or property report required by Texas law, the chief appraiser must impose a penalty in an amount equal to 10 percent of the total taxes due on the property for the current year. If the court determines that you filed a false rendition or report with the intent to commit fraud or to 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 an additional penalty equal to 50 percent of the total taxes due on the property for the current year.

DEFINITIONS

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.

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

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.

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).

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.

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.

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 the property 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.

Year Acquired: The year that you purchased the property.

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.

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.