

# McLennan County Appraisal District

## BUSINESS PERSONAL PROPERTY RENDITION OF TAXABLE PROPERTY

**CONFIDENTIAL**

GEO NUMBER		RETURN COMPLETED RENDITION BY <b>APRIL 15, 2010</b>
VALUE CODE	PID#	
NAME OF BUSINESS (DBA) OF PROPERTY:		
MULTICODES, APPRAISER		SIC CODE

TEXAS PROPERTY TAX LAWS REQUIRE YOU TO RENDER ALL TANGIBLE PROPERTY USED OR HELD FOR THE PRODUCTION OF INCOME AS OF **JANUARY 1, 2010**. *To render means: To list all property used or held for the production of income.* Property owners may protest appraised values before the appraisal review board. (Tex. Property Tax Code, Section 25.19)

Call (254-752-9864) for questions. Complete, sign, and return this form to the Personal Property Division, McLennan County Appraisal District, PO Box 2297, Waco, TX 76703-2297. The location of the McLennan County Appraisal District for courier deliveries is 315 S 26<sup>th</sup>, Waco, Texas, 76710-7400.

Electronic Submission in Excel Spreadsheet format on CD or via email is encouraged.  
e-mail address: [pp@mclennanad.org](mailto:pp@mclennanad.org)

### GENERAL INFORMATION

**IMPORTANT:** This rendition covers property you owned on January 1 of this year. You must file this rendition with your county appraisal district after January 1 and no 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 on the property by taxing units within the appraisal district's jurisdiction.** If a 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 a penalty equal to 50 percent of the total taxes due on the property for the current year. Upon written request, the chief appraiser must extend the deadline to May 15. 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 date. 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.**

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.

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 the value estimate on the depreciation schedules used for federal income tax purposes. You must deliver the statement within 21 days of the request.

In completing your rendition, state law provides you may either provide a good faith estimate of the market value of the property rendered or the historical cost of the property when new 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 the total value of 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. Note: State law also provides that the chief appraiser may require you to provide a statement substantiating the information reported on this form for property valued over \$20,000. If the chief appraiser notifies you in writing that you must do so, you must file the statement within 21 days of the date you receive the request.

By checking this box, I affirm that the information contained in my most recent rendition statement filed for a prior tax year, (this rendition was filed for the \_\_\_\_\_ tax year), continues to be complete and accurate for the current tax year.

Check the total market value of your property:  Under \$20,000  Over \$20,000

If you check under \$20,000 please complete Section "1", Section "2", Section "3" and Section "S" (Signature Page). Otherwise, please complete all Sections.

When required by the chief appraiser, you must render any taxable property that you own or manage and control as fiduciary on January 1. {Section 22.01(b), Tax Code} ► For this type property complete ALL sections. ◀

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 Section 4.

**FAILURE TO FILE A TIMELY RENDITION WILL RESULT IN A 10% PENALTY ON YOUR TAX STATEMENT**

## SECTION 1. OWNER & AGENT PROPERTY INFORMATION

1. NAME OF BUSINESS:	DAYTIME PHONE
2. OWNER, OFFICER, PARTNER:	DAYTIME PHONE
3. MAILING ADDRESS OR PO BOX:	
4. CITY, STATE & ZIP:	
5. BUSINESS (PHYSICAL) LOCATION:	
IF APPLICABLE, AUTHORIZED AGENT NAME:	DAYTIME PHONE
AGENT MAILING ADDRESS:	
AGENT CITY, STATE & ZIP	
(Optional)	
TYPE OF OWNERSHIP: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	
OTHER _____ (Please Explain)	

## SECTION 2. SUMMARY

DESCRIPTION OF PROPERTY	Property Owner's Original Cost	*Good Faith Estimate of Market Value (Optional)	APPRAISAL OFFICE USE ONLY		
MERCHANDISE / INVENTORY			INV	Prior Year Value \$	Current Year Value \$
SUPPLIES			SUP		
FURNITURE FIXTURES & EQUIPMENT			FFE		
COMPUTERS			COMP		
MACHINERY			MACH	Date Entered	Initial
AUTOMOBILES, TRUCKS & TRAILERS			VEH		
LEASEHOLD IMPROVEMENTS			LI		
OTHER PERSONAL PROPERTY			OTHER		
<b>YOUR ESTIMATE OF TOTAL MARKET VALUE*</b>			<b>NOTES:</b>		
<u>OTHER INFORMATION:</u> Estimated Square Footage (Optional) = _____ Number of Employees (Optional) = _____  If your business has 50 or less employees, you may base the value estimate on the depreciation schedules used for federal income tax purposes. You must deliver the statement within 21 days of the request.					

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



**SECTION 4: EQUIPMENT LEASED OR LOANED TO YOU**  
**PROPERTY UNDER BAILMENT, LEASE, CONSIGNMENT OR OTHER ARRANGEMENT**

List the name and address of each property owner of taxable property that is in your possession or under your management as of January 1 by Bailment, Lease, Consignment or Other Arrangement. You may attach a copy of a computer generated listing of the information below. If needed, attach additional pages.

Date Installed (Optional)	Owner's Name & Address	General Property Description	Selling Price (Optional)	Annual Rent (Optional)	*Good Faith Estimate of Market Value (Optional)	Appraisal District Use only
	DBA/Owner's Name _____ Mail _____ Addr: _____ City, State _____ Zip: _____ Property Taxes Paid by <input type="checkbox"/> Us <input type="checkbox"/> Them		\$	\$	\$	\$
	DBA/Owner's Name _____ Mail _____ Addr: _____ City, State _____ Zip: _____ Property Taxes Paid by <input type="checkbox"/> Us <input type="checkbox"/> Them					
	DBA/Owner's Name _____ Mail _____ Addr: _____ City, State _____ Zip: _____ Property Taxes Paid by <input type="checkbox"/> Us <input type="checkbox"/> Them					
	DBA/Owner's Name _____ Mail _____ Addr: _____ City, State _____ Zip: _____ Property Taxes Paid by <input type="checkbox"/> Us <input type="checkbox"/> Them					
	DBA/Owner's Name _____ Mail _____ Addr: _____ City, State _____ Zip: _____ Property Taxes Paid by <input type="checkbox"/> Us <input type="checkbox"/> Them					
	DBA/Owner's Name _____ Mail _____ Addr: _____ City, State _____ Zip: _____ Property Taxes Paid by <input type="checkbox"/> Us <input type="checkbox"/> Them					
	DBA/Owner's Name _____ Mail _____ Addr: _____ City, State _____ Zip: _____ Property Taxes Paid by <input type="checkbox"/> Us <input type="checkbox"/> Them					
<b>TOTALS</b>					\$	\$

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



## SECTION 6: ADDITIONS: FURNITURE, FIXTURES, EQUIPMENT, COMPUTERS, MACHINERY

\*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 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) proceeding for determination of fraud or intent to evade tax; or (3) a protest under Section 41.41 Property Tax Code.

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

<b>CHECK ONE</b>					<b>If Needed, attached additional pages</b>					
FURNITURE, FIXTURES & EQUIPMENT	COMPUTERS	MACHINERY	OTHER							APPRAISAL OFFICE USE ONLY
				PROPERTY BY TYPE / CATEGORY ASSET NUMBER	PROPERTY ADDRESS OR WHERE TAXABLE	**YEAR ACQUIRED	**PROPERTY OWNER'S ORIGINAL COST	*GOOD FAITH ESTIMATE OF MARKET VALUE	LIFE	

## SECTION 7: ADDITIONS: AUTOS, TRUCKS, TRAILERS, WATERCRAFT, AIRCRAFT, REGISTERED OR USED IN BUSINESS

\*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 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) proceeding for determination of fraud or intent to evade tax; or (3) a protest under Section 41.41 Property Tax Code.

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

**If needed, attach additional pages**

Current Plate Number (Optional)	Year Model	Make and Model	Vehicle Identification Number (Optional)	Rated Tons: Truck/Trailer (Optional)	Truck Body Style (Optional)	**Year Acquired	**PROPERTY OWNER'S ORIGINAL COST	Good Faith Estimate of Market Value*

## SECTION 8: SIGNATURE

COMPANY NAME:	YOUR TITLE:	COMPANY TELEPHONE NUMBER:
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Are you the business property owner, an employee of the business property owner, or an employee of a business property owner on behalf of an affiliated entity of the property owner?  
 (Please check one):  YES  NO

This form must be signed and dated. By signing this document, you attest that the information contained herein is true and correct to the best of your knowledge and belief. If you checked 'YES' above, sign and date the form.

PRINT HERE ► \_\_\_\_\_ SIGN HERE ► \_\_\_\_\_

DATE ► \_\_\_\_\_

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

PRINT HERE ► \_\_\_\_\_ SIGN HERE ► \_\_\_\_\_

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 \_\_\_\_\_, 2010

SEAL

\_\_\_\_\_  
 Notary Public

Section 22.26 of the Texas 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 on behalf of the corporation must sign the statement or report.

## Guide to Business Personal Property Rendition of Taxable Property

Texas Property Tax Laws require you to render all tangible property used or held for the production of income as of January 1, of each year. To render means: To list all property used or held for the production of income. Property owners may protest appraised values before the appraisal review board (Reference: Texas Property Tax Code, Section 25.19); and Section 22.26 of the Texas 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.

**UPDATED FORM:** Enclosed is an updated rendition form to make it easier to report your taxable assets. Section 5 of the form lists the assets previously rendered that we have currently have on record. If an item is no longer in your business, draw a line through it and state the reason (sold, scrapped, traded, etc). If the line item contains multiple assets and one or more of the items has been disposed of, list the cost of the remaining items in Section 6. If you are a new owner, show all ownership changes in Section 1.

### Confidential Information

Information contained in a rendition cannot be disclosed to third parties except in very limited circumstances. In addition, the tax code specifically provides that any "Good Faith Estimate" of value you provide is not admissible in proceedings other than a protest to the ARB or court proceedings related to penalties for failure to render. The final value we place on your property is public information, but your rendition document is not.

The mailing address for the general rendition forms is:

McLennan County Appraisal District  
PO Box 2297 Waco TX 76703-2297

The street address for onsite or courier deliveries to the appraisal district is:

315 South 26<sup>th</sup> Street  
Waco TX 76710-7400

The e-mail address for electronic filing of rendition information is:

pp@mclennanad.org

### Penalties For Failure To File The Rendition Or The Explanatory Statement

There are two levels of penalty for failure to comply. If you fail to file your rendition before the deadline or you do not file it at all, the penalty is equal to 10% of the amount of taxes ultimately imposed on the property. To appeal late penalties for renditions you mailed and MCAD did not receive, there must be documented proof from a mailing service. If a court determines that you have committed fraud or have committed other acts with the intent of evading taxes on the property, a penalty equal to 50% of the taxes ultimately imposed on the property may be levied. (Reference: Sections 22.28 and 22.29, Texas Property Tax Code.)

### What Are My Rights If A Penalty Is Assessed Against Me?

If a penalty is assessed against you, you can file a request for a waiver of the penalty. You must file the request in writing with the chief appraiser within 30 days after you receive the notice that the penalty has been imposed. Your request must include documentation showing that either you substantially complied with the rendition law or that you made a good faith effort to do so. The documentation should also address:

- (1) Your compliance history with respect to paying taxes and filing statements or reports;
- (2) The type, nature, and taxability of the specific property involved;

- (3) The type, nature, size, and sophistication of your business;
- (4) The completeness of your records;
- (5) Your reliance on advice provided by the appraisal district that may have contributed to your failure to comply and the imposition of the penalty;
- (6) Any change in appraisal district policy during the current or preceding tax year that may affect how property is rendered; and
- (7) Any other factors that may have caused you to fail to timely file a statement or report.

The chief appraiser is required by law to consider these factors and notify you in writing. If the chief appraiser declines to waive a penalty and you have made a timely request for waiver, you may protest the imposition of the penalty to the appraisal review board. The board may waive the penalty if it finds that you substantially complied with the rendition law or made a good faith effort to do so.

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**FREEPORT EXEMPTION** – If you have not already applied, attach application to this rendition (optional). Your January 1 (September 1) inventory total above must match Step 4, Line C of the Freeport application.

**DEALERS RETAIL INVENTORY (VEHICLES, BOATS, HEAVY EQUIPMENT AND MOBILE HOMES)** – Use Section 1 to report only that part of your inventory which is excluded by the Dealer Inventory laws. For example, all of your parts must be reported on this rendition. You must also complete the sections for furniture, fixtures, machinery, equipment and vehicles.

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## COMPTROLLER 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.
- **Example of Quality:** For each type or category listed, the number of items, or other relevant measure of quality (example: 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 a 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 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.
- **Year Acquired:** The year 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.