



# VICTORIA CENTRAL APPRAISAL DISTRICT

*Please Read*

## *IMPORTANT INFORMATION*

### *FILING DEADLINE APRIL 15th*

*pursuant to Section 22.23 of the Texas Property Tax Code*

Dear Property Owner:

**Business Personal Property Renditions are mandatory.** Please take a few minutes to review the enclosed forms.

If you fail to timely file a rendition, 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. Also, if it is determined that you filed a false rendition with the intent to commit fraud or evade taxes, an additional penalty must be imposed equal to 50 percent of the total taxes due on the property for the current tax year.

This Rendition is a preprinted form, please confirm that all the printed information, regarding the business name, address and location, is correct and make whatever changes or corrections are necessary. Also, please include your phone and fax numbers.

State law requires you to report all inventory, supplies, furniture, machinery and equipment, vehicles and trailer, signs, special equipment and any other personal property that was owned or used by your business on January 1. Please report this information on the appropriate schedule. However, if you have a printout containing the same information as requested on the schedules you may submit it as an attachment.

The time frame for filing the rendition form is after January 1st but no later than April 15<sup>th</sup> of the current tax year. Please file the completed form before the April 15th deadline, to avoid a penalty. Only upon written request, the deadline can be extended to May 1st. Please note the written request must be received prior to the deadline date.

If you have any questions or need assistance in completing the forms, please do not hesitate to contact this office. Thank you for your cooperation.

John Haliburton, RPA  
Chief Appraiser

Enclosures

Did you timely apply for a Sept. 1 inventory date? \_\_\_ Yes \_\_\_ No

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

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

Property ID \_\_\_\_\_

**Use Schedule A:**  If you checked the total market value box "Under \$20,000" on page 1

Name: \_\_\_\_\_

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

(Includes Inventory, Furniture, Fixtures, Office Equipment, Computers, Machinery & Equipment, Vehicles, Trailers, etc)

List all taxable personal property by type/category of property (See "Definitions" and Relevant Tax Code Sections"). If needed, you may 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.

"Good faith estimate of market value" or "historical cost when new" is optional for optional for Schedule A only.

General Property Description by Type / Category (Inventory, parts, tools, supplies, furniture, office equipment, vehicles, etc.)	Estimate of Quality of Each Type	Good Faith Estimate of Market Value* <u>OR</u>	Historical Cost When New** <u>AND</u>	Year Acquired**	Property Owner Name/Address (if you manage or control the property as fiduciary)
Inventory/Parts/Supplies					
Computers					
Furniture & Fixtures					
Machinery & Equipment & Tools					
Vehicles (Make Model License # etc) <u>OR</u> Schedule D					
Leased Equipment <u>OR</u> Schedule F					

\*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 a subsequent protest, hearing, appeal, suit, or other proceeding involving the property except for: (1) proceedings to determine whether a person complies with rendition requirements; (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."

**Use Schedule B:**

If you checked the total market value box "Over \$20,000" on page 1

Property ID \_\_\_\_\_

Name: \_\_\_\_\_

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

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. 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)
<b>Inventory for Sale</b>						
<b>Category of Inventory</b>						
<b>Raw Materials</b>						
<b>Work in Process</b>						

**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)

\* 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."

Property ID \_\_\_\_\_

Name: \_\_\_\_\_

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

**(Include: AUTOMOBILES, TRUCKS, TRACTORS, TRAILERS, SPECIAL EQUIPMENT and BUSES)**

List only vehicles that are licensed in the name of the business, or used in the business, as shown on Page 1. (List special equipment mounted on Vehicles)  
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 F. Leased vehicles must be reported showing the name and address of the owner.

<b>Year</b> (optional)	<b>Make</b> (optional)	<b>Model / License #</b> (optional)	<b>Vehicle Identification Number (VIN)</b> (optional)	<b>Mileage</b> (optional)	<b>Good faith Estimate of Market Value *</b> <b>OR</b>	<b>Historical cost when new **</b>	<b>Year Acquired</b>

\* 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: FURNITURE, FIXTURES, MACHINERY, EQUIPMENT, COMPUTERS**

Property ID \_\_\_\_\_

Name: \_\_\_\_\_

[Includes: All Furniture, Fixtures, Machinery, Equipment, Electronic Items, and other Fixed Assets (Excluding vehicles)]

Total (by year acquired) all furniture, fixtures, machinery, equipment and computer (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 copy listing the information below.

Furniture and Fixtures			Machinery and Equipment			Office Equipment			Heavy Duty Equipment		
Year Acquired	Historical cost when new ** (omit cents) OR	Good Faith Estimate of Market Value*	Year Acquired	Historical cost when new ** (omit cents) OR	Good Faith Estimate of Market Value*	Year Acquired	Historical cost when new ** (omit cents) OR	Good Faith Estimate of Market Value*	Year Acquired	Historical cost when new ** (omit cents) OR	Good Faith Estimate of Market Value*
2022			2022			2022			2022		
2021			2021			2021			2021		
2020			2020			2020			2020		
2019			2019			2019			2019		
2018			2018			2018			2018		
2017			2017			2017			2017		
2016			2016			2016			2016		
2015			2015			2015			2015		
2014			2014			2014			2014		
2013			2013			2013			2013		
2012			2012			2012			2012		
2011			2011			2011			2011		
2010			2010			2010			2010		
2009&prior			2009&prior			2009&prior			2009&prior		
TOTAL			Total			Total			Total		

**Computers/Servers/Mainframes**

**Other (any other items not listed in other schedules)**

Year Acquired	Historical cost when new ** (omit cents) OR	Good Faith Estimate of Market Value*
2022		
2021		
2020		
2019		
2018		
2017		
2016		
2015		
2014&prior		
TOTAL		

Year Acquired	Description	Historical cost when new ** (omit cents) OR	Good Faith Estimate of Market Value*
2022			
2021			
2020			
2019			
2018			
2017			
2016			
2015			
2014&prior			
TOTAL			

Property ID \_\_\_\_\_

Name: \_\_\_\_\_

**SCHEDULE F: 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 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 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."

## IMPORTANT INFORMATION

**GENERAL INFORMATION:** 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. This report is confidential and not open to public inspection; disclosure is permitted pursuant to the terms of Tax Code Section 22.27.

**FILING INSTRUCTIONS:** This document and all supporting documentation must be filed with the appraisal district office in the county in which the property is taxable. Do not file this document with the Texas Comptroller of Public Accounts. Contact information for appraisal district offices may be found on the Comptroller’s website.

**DEADLINES:** Rendition statements and property report deadlines depend on property type. The statements and reports must be delivered to the chief appraiser after Jan. 1 and no later than the deadline indicated below. 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.

<b>Rendition Statements and Reports</b>	<b>Deadlines</b>	<b>Allowed Extension(s)</b>
Property generally	April 15	<ul style="list-style-type: none"><li>• May 15 upon written request</li><li>• Additional 15 days for good cause shown</li></ul>
Property regulated by the Public Utility Commission of Texas, the Railroad Commission of Texas, the federal Surface Transportation Board or the Federal Energy Regulatory Commission. Tax Code Section 22.23(d).	April 30	<ul style="list-style-type: none"><li>• May 15 upon written request</li><li>• Additional 15 days for good cause shown</li></ul>

**EXEMPTION:** A person is entitled to an exemption from taxation of the tangible personal property that is held or used for the production of income if it has less than \$2,500 of taxable value (Tax Code Section 11.145).

If an exemption is denied or terminated on a property, the owner must render it for taxation within 30 days from the denial or termination. (Tax Code sections 21.01(a) and 22.02)

**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.

## Definitions

**Address Where Taxable:** In some instances, personal property that is only temporarily at its current address may be taxable at another location (taxable situs). If you know that this is the case, please list the address where taxable.

**Consigned Goods:** Personal property owned by another person that you are selling by arrangement with that person. If you have consigned goods, report the name and address of the owner in the appropriate blank.

**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; see Business and Commerce Code Section 9.102 for further details.

**Security Interest:** An interest in personal property or fixtures which secured payment or performance of an obligation see Business and Commerce Code Section 1.201 for further details.

**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 appraised under Tax Code Section 23.24.

**Year Acquired:** The year that you purchased the property, or otherwise acquired.