

VII. Instructions

FILE YOUR RENDITION ONLINE AT WWW.DALLASCAD.ORG

You can now file your rendition online at www.dallascad.org. Please go to www.dallascad.org and click on Navigation Links for 'Online BPP Rendition' on the DCAD homepage. You will be asked to type in your 17-digit account number beginning with 99*, located in the upper right hand corner of your rendition. You will also need to type in your personal ID number or PIN located in the upper right hand corner of your rendition. From there, follow the online instructions.

If you filed a rendition last year that included inventory and fixed asset cost data, the data is now included in the current year BPP Online Rendition screens. You may need to adjust inventory, raw materials, and supplies values in order to reflect this year's numbers and you will need to update the fixed assets screen with any additions or deletions. Last year's BPP Rendition is also available online to assist you in filing.

This rendition covers property you own or manage and control as fiduciary on January 1 of this year. **You must file this rendition with the Dallas Central Appraisal District after January 1 and not later than April 15 of this year.** On written request the chief appraiser must extend the deadline to May 15. A mail-in extension form is available on www.dallascad.org or file the online extension with your account number and PIN number available on your BPP rendition form. 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 the 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.

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.

When required by the chief appraiser, you must render any taxable property that you own or manage and control as fiduciary. [Section 22.01(b), Tax Code]. For this type of property, complete Sections I, II, III, or VI, 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 Sections IV and/or V.

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.

Definitions:

Personal Property: Every kind of property that is not real property; generally, property that is movable without damage to itself or the associated property.

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

Supplies: Include all expensed supply items on hand January 1 used in business, but not included in inventory.

Type/Category: Functionally similar personal property groups. Examples are: furniture, fixtures, machinery, equipment, computer equipment, vehicles, and supplies. Narrower groupings such as office equipment (faxes, copiers), medical equipment, and rental equipment should be used if possible.

Estimate of Quantity: For each type of category listed, the number of items, or other relevant measures 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 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.

**A "good faith estimate of 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 the rendition requirement; (2) proceedings for determination of fraud or intent to evade tax; or (3) a protest under Section 41.41 of the Property Tax Code.*

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 for the asset.

Year Acquired: The year that you purchased the property.

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

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 Section V of the rendition form.

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.

ELECTRONIC COMMUNICATION OPTION

(E- com)

The Texas House Bill 3216 (effective 9/1/11) enacted a law allowing the appraisal districts to send notices and orders electronically by request of the property owner or designated agent. If the E-com option is selected, the agreement to send notices and orders electronically will remain in effect until rescinded by the property owner or designated agent. To participate in receiving all notices and orders electronically from the Appraisal District, go to www.dallascad.org to enroll in the E-com program. For further instructions you may contact the District by phone at (214) 631-0520.