

COLLIN CENTRAL APPRAISAL DISTRICT

250 W Eldorado Pkwy
McKinney, TX 75069

Metro – 469.742.9200 / 866.467.1110

www.collincad.org

2010

Property ID: _____

Geo ID: _____

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

Printed From Web:

Date Completed:

***** **DUE DATE: APRIL 15, 2010** *****

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) & Fax Number:

Business City, State, Zip Code:

Type of Business :*

Business Phone (area code + number) & Fax 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.

Check this box if the information contained in the most recent rendition filed in a prior tax year is accurate with respect to 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 D:

FURNITURE, FIXTURES, MACHINERY, EQUIPMENT, COMPUTERS

Total (by year acquired) all furniture, fixtures, machinery, equipment and computers (new or used) still in possession on January 1st. Items received as gifts are to be listed in the same manner. Attach additional sheets if needed.

Furniture & Fixtures			Machinery & Equipment			Office Equipment		
Year Acquired	Historical Cost** when new (omit cents)	Good Faith * estimate of market value	Year Acquired	Historical Cost** when new (omit cents)	Good Faith * estimate of market value	Year Acquired	Historical Cost** when new (omit cents)	Good Faith * estimate of market value
2009			2009			2009		
2008			2008			2008		
2007			2007			2007		
2006			2006			2006		
2005			2005			2005		
2004			2004			2004		
2003			2003			2003		
2002			2002			2002		
2001			2001			2001		
2000			2000			2000		
1999^			1999^			1999^		
TOTAL			TOTAL			TOTAL		
Computer Equipment			Other^^					
Year Acquired	Historical Cost** when new (omit cents)	Good Faith * estimate of market value	Year Acquired	Description	Historical Cost** when new (omit cents)	Good Faith * estimate of market value		
2009			2009					
2008			2008					
2007			2007					
2006			2006					
2005			2005					
2004			2004					
2003			2003					
2002			2002					
2001			2001					
2000			2000					
1999^			1999^					
TOTAL			TOTAL					

1999^ = INDICATED YEAR PLUS ALL PRIOR YEARS

Other^^ = any other business personal property you own that is not listed in any other schedule in this rendition

* 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."

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

Property Description by type / category	Property address or address where taxable	Estimate of quantity of each type (optional)	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."
 **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.

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

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.** 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.

Print Name & Title:	Signature:	Date:
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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:
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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.

PLEASE RETAIN A COPY OF THE COMPLETED & SIGNED RENDITION FOR YOUR FILES



IMPORTANT TAX LAWS

- Filing of renditions is mandatory. A penalty of 10% of the tax liability will be imposed for failure to file a timely rendition.
- Renditions are due on or before April 15th. If requested in writing before the statutory deadline, an extension until May 15th will be granted.
- A rendition must contain a good faith estimate of the property's market value or the property owner's historical cost and year of acquisition.
- If the market value of personal property is less than \$20,000, the rendition requirement is limited to the owner's name and address, a general description of the property, and the property's location.
- 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.
- The Chief Appraiser may request the property owner to provide a written statement containing supporting information indicating how the owner's estimate of value was determined. The property owner is required to deliver the written statement to the Chief Appraiser not later than 21 days after the request is received. Failure to deliver the requested information will result in a 10% penalty of the tax liability.
- 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 the tax liability. The matter may also be referred for criminal charges under Section 37.10 of the Penal Code.

This rendition covers property you own or manage and control as fiduciary on January 1st of this year. You must file this rendition with the county appraisal district after January 1st and not later than April 15th of this year. On written request, the chief appraiser must extend the deadline to May 15th. 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 terminated 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.

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.