

# Request for Electronic Delivery of Communications with a Tax Official

Form 50-843

County \_\_\_\_\_

Date Received \_\_\_\_\_

**GENERAL INFORMATION:** Tax Code Section 1.085(a-1) requires a tax official to deliver communications to a property owner or the property owner's designated representative electronically if requested using this form. The election remains in effect until rescinded, in writing, by the property owner or the designated representative.

**FILING INSTRUCTIONS:** This form and all supporting documentation must be filed with the applicable tax official in the county in which the property is located. A separate form must be filed with each tax official. **Do not file this document with the Texas Comptroller of Public Accounts.**

## SECTION 1: Tax Official Selection

Please indicate the tax official with which you are requesting to exchange communications electronically.

Appraisal District     Appraisal Review Board (ARB)     Tax Assessor/Collector

Taxing Unit \_\_\_\_\_

Other designated person performing functions on behalf of a tax official \_\_\_\_\_

## SECTION 2: Property Owner

Property Owner     Partnership     Corporation     Other (specify): \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Primary Phone Number (area code and number) \_\_\_\_\_

Physical Address, City, State, ZIP Code \_\_\_\_\_

Mailing Address, City, State, ZIP Code (if different than above) \_\_\_\_\_

## SECTION 3: Authorized Representative

**If you are an individual property owner filing this form on your own behalf, skip to Section 4; all other requestors are required to complete Section 3.**

Please indicate the basis for your authority to represent the property owner in filing this application:

Officer of the company     General Partner of the company     Attorney for property owner

Agent for tax matters appointed under Tax Code Section 1.111

Other and explain basis: \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

Title of Authorized Representative \_\_\_\_\_

Mailing Address, City, State, ZIP Code \_\_\_\_\_

Primary Phone Number (area code and number) \_\_\_\_\_

## SECTION 4: Property for Which Electronic Communications are to be Exchanged

Appraisal District Account Number(s) \_\_\_\_\_

Legal Description (if known) \_\_\_\_\_

**SECTION 5: Email Address**

Provide the email address to which electronic communications will be delivered for the accounts listed in Section 4:

\_\_\_\_\_  
Email Address\*

**SECTION 6: Certification and Signature**

**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 Penal Code Section 37.10.**

"I, \_\_\_\_\_, swear or affirm the following:

Printed Name of Property Owner or Authorized Representative

- 1. that each fact contained in this request is true and correct;
- 2. that I authorize to submit and receive electronic documents in a format acceptable by the selected tax official in accordance with Tax Code Section 1.085; and
- 3. that I have read and understand the *Notice Regarding Penalties for Making or Filing an Application Containing a False Statement.*"

**sign  
here** ➡

\_\_\_\_\_  
Signature of Property Owner or Authorized Representative

\_\_\_\_\_  
Date

# Important Information

## GENERAL INFORMATION

Tax Code Section 1.085(a-1) requires a tax official to deliver communications to a property owner or the property owner's designated representative electronically if requested using this form. The election remains in effect until rescinded, in writing, by the property owner or the designated representative.

## FILING INSTRUCTIONS

This form and all supporting documentation must be filed with the applicable tax official in the county in which the property is located. A separate form must be filed with each tax official. Contact information for appraisal district or local taxing unit may be found on the Comptroller's website. **Do not file this document with the Texas Comptroller of Public Accounts.**

## DUTY TO NOTIFY

A property owner or the property owner's designated representative is required to notify the tax official of a change in the email address provided for the purpose of electronic delivery of communications **before April 1** following the change. If notification is not received, all electronic communications are considered timely delivered.

## DEFINITIONS

**Communication:** a notice, rendition, application form, report, filing, statement, appraisal review board (ARB) order, bill or other item of information required or permitted to be delivered by the Tax Code.

**Tax Official:** a chief appraiser, appraisal district, ARB, assessor, collector, or taxing unit; or any person designated by a chief appraiser, appraisal district, ARB, assessor, collector or taxing unit or a person designated to perform a function on their behalf.

**Digital signature:** an electronic signature included in any communication delivered electronically, per Government Code Section 2054.060 used to authenticate a written electronic communication sent to a tax official and complies with the tax official's electronic communication procedures.

## OTHER IMPORTANT INFORMATION

The local tax official must establish an electronic communications procedure that:

- specifies the manner in which electronic communications will be exchanged by selecting the medium, format, content and method to be used by the tax official and a property owner to exchange communications electronically; and
- specifies the method used to confirm the delivery of an electronic communication.

A tax official may not charge a fee for the electronic delivery of communications.