

CHILDRESS COUNTY APPRAISAL DISTRICT
1710 AVENUE F NW
CHILDRESS, TX 79201
940-937-6062 childresscad@childresstx.us

AGREEMENT FOR ELECTRONIC DELIVERY OF COMMUNICATION
AND
NOTICE OF PROCEDURES

Section 1.085(a)(1) of the Texas Property Tax Code defines "communication" as a notice, rendition, application form, completed application, report, filing statement, appraisal review board order, bill, or other items of information required or permitted to be delivered to a tax official.

Further, Section 1.085(a)(2) (A) defines "tax official" as a chief appraiser, an appraisal district, an appraisal review board, an assessor/collector, a taxing unit, and in Section 1.085(a)(2)(B) as a person designated by a person listed in 1.085(a)(2)(A) to perform a function on behalf of that person.

Section 1.085 of the Property Tax Code also sets out that a communication that is required or permitted by this title to be delivered between a tax official and a property owner or a person designated by a property owner under Section 1.111(f) shall be delivered electronically if the property owner or person designated by the owner elects to exchange communications with the tax official electronically.

To comply with the statute requiring the tax official to establish a procedure that allows a property owner or a person designated by a property owner to communicate electronically, Childress County Appraisal District has established the following procedures and requirements:

PROCEDURES

- 1.) Form 50-843, REQUEST FOR ELECTRONIC DELIVERY OF COMMUNICATIONS WITH A TAX OFFICIAL, must be received by Childress CAD. This form may be submitted by email to childresscad@childresstx.us or by USPS. This form is available on the appraisal district website at www.childresscad.org and can also be downloaded from the Comptroller of Public Accounts website at comptroller.texas.gov.
- 2.) Upon receipt of the request, the appraisal district will send this agreement to the requesting party. This agreement must be signed by the Chief Appraiser or a person authorized by the Chief Appraiser. Failure to sign and submit the signed agreement will result in the request for electronic communication to be denied.
- 3.) Following receipt of the signed agreement and Form 50-843, the appraisal district will notify you that both the request form and the agreement has been received and that the request is granted and valid.
- 4.) Electronic communications shall be by email. Attachments may be added to the email but must not require redirection to another site or link, must not require that the appraisal district

download a special application, and must not require an account set-up or log-in. Simple pdf files are the best way to submit documents and other information.

5.) For your records, it is suggested that you set the email message to automatically generate a "read" message back to you.

AGREEMENT

The following information is required to be completed:

Owner: _____

Agent, if applicable: _____

Designated contact person if other than owner: _____

Email address: _____

Phone number: _____

I, Twila Butler, Chief Appraiser, do hereby agree to the owner's/agent's request for electronic delivery of communications for the above-named property owner. I further agree to procedures set out above.

Twila Butler, Chief Appraiser

Date

I, _____, owner/agent do hereby agree to the procedures as stated above and verify that the name, email address, and designated contact person listed above is true and correct.

Owner/Agent Signature

Date

NOTE TO AGENTS: A SEPARATE REQUEST FORM AND AGREEMENT MUST BE SUBMITTED FOR EACH OWNER YOU ARE AUTHORIZED TO REPRESENT.

If you have questions, please contact the appraisal district office at 940-937-6062.

Thank you.

Twila Butler,CA
Childress County Appraisal District