



TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 ● Austin, Texas 78711-2157
(800) 803-9202 ● (512) 463-6599 ● FAX (512) 475-2871
www.tdlr.texas.gov ● cs.tax.professionals@tdlr.texas.gov

PROPERTY TAX PROFESSIONALS TAXING ENTITY APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. NAME OF TAXING ENTITY - Write the legal name of your taxing entity.
2. NAME OF CONTACT PERSON - Write the name of a person we can contact about your business.
3. BUSINESS MAILING ADDRESS - Write the current mailing address for your business. This is the address where we will send your business mail. A post office box can be used for this address. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
4. BUSINESS PHYSICAL ADDRESS - Write the physical address for your business. This address cannot be a post office box.
5. BUSINESS PHONE NUMBER - Write a telephone number, including the area code, of your business.
6. TAXING ENTITY EMAIL ADDRESS - Write the email address for your business.
7. BUSINESS FAX NUMBER - Write a telephone number where your business can receive faxes.
8. CONTACT PERSON EMAIL ADDRESS - Write the email address for the contact person. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
9. TAX IDENTIFICATION NUMBER - Write the tax ID number for your taxing entity that was issued by the comptroller of public accounts.



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Do Not Write Above This Line

Provide one of the following:

- documentation from the Texas Comptroller of Public Accounts that indicates your taxing entity is authorized to collect or appraise for ad valorem tax purposes; or
- a copy of the contract from a taxing entity or CAD, contracting your entity to conduct the assessment, collection or appraisal function.

1. Name of Taxing Entity:

2. Name of Contact Person:

_____ Last _____ First _____ Middle Initial _____ Suffix (JR, SR, III)

3. Business Mailing Address: (Used to receive mail from TDLR) (A PO box can be used for this address)

Number, Street Name, Suite Number

City _____ State _____ Zip Code _____

4. Business Physical Address: (This address cannot be a PO box)

Number, Street Name, Suite Number

City _____ State _____ Zip Code _____

5. Business Phone Number:

(_____) _____
 Area Code Phone Number

6. Taxing Entity Email Address:

 (Ex: johndoe@aol.com) See instruction sheet for disclosure information

7. Business FAX Number:

(_____) _____
 Area Code Phone Number

8. Contact Person Email Address:

 (Ex: johndoe@aol.com) See instruction sheet for disclosure information

9. Tax Identification Number:
