



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

PROPERTY TAX PROFESSIONALS TAXING ENTITY APPLICATION INSTRUCTIONS

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.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

TDLR
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For more information, visit the [TDLR website](http://www.tdlr.texas.gov) or call 1-800-455-4555. You can also contact us by email at licensing@tdlr.texas.gov or webforms@tdlr.texas.gov. If you have any questions, please contact us at 1-800-455-4555 or visit our website at www.tdlr.texas.gov.

TDLR Public Information Act Policy:

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