

Grayson Central Appraisal District
 205 North Travis St
 Sherman, Texas 75090
 Phone (903) 893-9673 Fax (903) 892-3835

FILING REQUIRED BY APRIL 15

USE BLUE OR BLACK INK

CONFIDENTIAL

**BUSINESS PERSONAL PROPERTY RENDITION
 For January 1, 2012**

GEO NO. I.D.
 PROPERTY I.D.

DBA

LEGAL:

<u>LOCATION ADDRESS</u>	<u>PHONE</u>	<u>Type of Business Activity or Enterprise</u>
(If above information is not correct, please make necessary changes)		
Business type is: <input type="checkbox"/> Individual or sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Society <input type="checkbox"/> Association <input type="checkbox"/> Corporation (optional)		
Authorized agent's name		
Present mailing address		
City, town or post office, state, ZIP code	Phone (area code and number)	

Please provide this information about the closure, sale, or new location of the business (optional).

Please check one <input type="checkbox"/> Business was sold. <input type="checkbox"/> Business was closed. <input type="checkbox"/> Business was moved.	Date business was closed, sold or moved
Name, address and phone number of buyer:	Location business was moved to:

IMPORTANT: This Rendition covers property you own or manage and control as a fiduciary on January 1 of this year. You must file a rendition with your county appraisal district after January 1 and not later than April 15 of this year. On written request, the chief appraiser must extend the deadline to May 15. 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 terminates during the tax year, you must file a rendition form within 30 days after the termination date. If you fail to timely file a rendition, you will be liable for a penalty equal to 10 percent of the total amount of taxes imposed on the property by taxing units within the appraisal district's jurisdiction. If a 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 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 a penalty equal to 50 percent of the total taxes due on the property for the current year.

In completing your rendition, state law provides you may either provide a good faith estimate of the market value of the property rendered or the historical cost of the property when new and the year of acquisition. It is at your discretion to provide either one or both types of information. If your good faith estimate of the total value of your property is less than \$20,000 you only need to render a general description of the property and its physical location or taxable situs (section A). If the information contained in the most recent rendition statement filed in a prior tax year is accurate with respect to the current tax year, you may check the box to affirm that the information continues to be complete and accurate (section A).

Market Value: For business assets other than inventory, market value is the price that the property would sell on January 1 if held on the open market for a reasonable amount of time, both buyer and seller knew all the characteristics of the property and the limitations on its use, and neither party was in a position to take advantage of the other. For inventory, market value is the price for which the inventory would sell as a unit to a buyer who would continue the business.

State law also provides that the chief appraiser may require you to provide a statement substantiating the information reported in this form. If the chief appraiser notifies you in writing that you must do so, you must file the statement within 21 days of the date you receive the request. 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.

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.

When required by the chief appraiser, you must render any 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 Section 9, 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 Section 9.

Are you the property owner, an employee of the property owner, or an employee of a property owner on behalf of an affiliated entity of the property owner?

- Yes No

This form must be signed and dated. By signing this document, you attest that the information contained on it is true and correct to the best of your knowledge and belief. If you checked "Yes" above, sign and date on the first signature line below. No notarization is required.

sign here → signature _____ Date _____

If you checked "No" above, you must complete the following:

I swear that the information provided on this form is true and correct to the best of my knowledge and belief.

sign here → signature _____ Date _____

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public, State of Texas

Section A. GENERAL DESCRIPTION OF BUSINESS ASSETS

1. Give location of assets if different from the location above:

2. Please describe the general types of assets you own (merchandise, parts, tools, supplies, office equipment, trucks, trailers, etc.):

3. What do you estimate to be the total market value of your business assets (see definition of market value above)?

Under \$20,000 (optional: good faith estimate of market value) _____

\$20,000 or more

The information previously filed on the most recent rendition form continues to be accurate for the current tax year. If you have checked "the information continues to be accurate", the rendition is complete - please sign, date and return.

If you checked "under \$20,000" you have completed the rendition. If you checked, "\$20,000 or more," complete all parts of this form.

Please write your account number from page 1 here.

ACCOUNT NUMBER: _____

1. Merchandise & Supplies

Include goods in warehouses or storage and goods in transit. Manufacturers will include cost of goods in process, all applicable burden or overhead costs. Consigned goods on which the tax liability is yours must be included. Figures must be as of close of business December 31 or adjusted thereto. NOTE: If you are a dealer/retailer of inventory that is subject to Sections 23.122, 23.124, 23.1241, or 23.127 of the 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.

OPTIONAL Check whether figures are based on:

Original Cost
 Replacement Cost
 Lower of Cost (your cost) or market (selling prices)
 FIFO
 LIFO
 Other (explain) if LIFO, what is the LIFO reserve \$ _____

Description of Property	Property address or address where taxable	Estimate of quantity of each type	Good faith estimate of market value * (or)	Historical Cost when new **	Year** Acquired
INVENTORY as of January 1					
PARTS					
RAW MATERIALS, GOODS IN PROCESS, FINISHED GOODS not included in regular inventory.					
CONSIGNED GOODS owned by you (consigned goods in your possession, but not owned by you, see Section 9 below)					
SUPPLIES (include all expensed supply items on hand January 1 used in business, but not included above)					
TOTALS					

FIXED ASSETS

2 Leasehold (G)	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**	% Good***	RCNLD Value***
				2011	85	
				2010	69	
				2009	52	
				2008	34	
				2007	23	
				2006 & prior	18	
TOTALS						

*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 requirements; (2) proceedings for determination of fraud or intent to evade tax; or (3) a protest under Section 41.41 of the Tax Code.

3 Furniture & Fixtures (E)	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**	% Good***	RCNLD Value***
				2011	96	
				2010	87	
				2009	78	
				2008	71	
				2007	64	
				2006	57	
				2005	48	
				2004	39	
				2003	33	
				2002	29	
				2001 & prior	20	
TOTALS						

**If you provide an amount in "historical cost when new" and "year acquired," you need not complete "good faith estimate of market value."

***If you provide an amount in "historical cost when new" and year acquired", these are the most common percent good factors used to determine the replacement cost new less depreciation (RCNLD) to assist in determining an opinion of value. Historical cost multiplied by the % good equals RCNLD.

4. Computers (I)	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**	% Good***	RCNLD Value***
				2011	77	
				2010	54	
				2009	31	
				2008	10	
				2007 & prior	05	
TOTALS						

*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 requirements; (2) proceedings for determination of fraud or intent to evade tax; or (3) a protest under Section 41.41 of the Tax Code.

5. Machinery & Equipment Heavy/ Manufacturing Ext Life (C)	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**	% Good***	RCNLD Value***
				2011	98	
				2010	90	
				2009	82	
				2008	77	
				2007	73	
				2006	68	
				2005	61	
				2004	56	
				2003	49	
				2002	40	
				2001	33	
				2000	31	
				1999	29	
				1998 & prior	21	
TOTALS						

**If you provide an amount in "historical cost when new" and "year acquired," you need not complete "good faith estimate of market value."

***If you provide an amount in "historical cost when new" and "year acquired", these are the most common percent good factors used to determine the replacement cost new less depreciation (RCNLD) to assist in determining an opinion of value. Historical cost multiplied by the % good equals RCNLD.

6. Machinery & Equipment (F)	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**	% Good***	RCNLD Value***
				2011	94	
				2010	82	
				2009	69	
				2008	57	
				2007	48	
				2006	39	
				2005	32	
				2004	29	
				2003	27	
				2002 & prior	20	
TOTALS						

7. Electronics & Data Processing (H)	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**	% Good***	RCNLD Value***
				2011	85	
				2010	69	
				2009	52	
				2008	34	
				2007	23	
				2006 & prior	18	
TOTALS						

8. AUTOMOBILES, TRUCKS, TRAILERS AND BUSES

List all owned vehicles used in the business. Leased vehicles should be reported in Section 9. Vehicles disposed of after January 1 are taxable for the year and must be reported below. Although it is optional, you may specify the tonnage and body type for trucks. And, place a "D" if Diesel or "G" if Gas in the body type column.

Make / Model / Body Type	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**	VIN Number (optional)	Mileage (Optional)
Special Equipment Mounted on Vehicles						
Equipment Description	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**	VIN Number (optional)	Mileage (Optional)

Attach Additional Sheets if Necessary

9. LEASED, LOANED OR RENTED PERSONAL PROPERTY

When required by the chief appraiser, you must render any taxable property that you own or manage and control as a fiduciary on January 1 (Section 22.01 (b), Tax Code). List below any property leased, loaned or rented to you, regardless of tax liability. If necessary, attach additional sheets. If you have none, please write "NONE".

Name, address, phone # of Owner of item	Description of Property	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**
Description of Goods/Merchandise Consigned to you	Owner name & address	Property address or address where taxable	Good faith estimate of Market Value* (or)	Historical cost when new**	Year acquired**

*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 requirements; (2) proceedings for determination of fraud or intent to evade tax; or (3) a protest under Section 41.41 of the Tax Code.

** If you provide an amount in "historical cost when new" and "year acquired," you need not complete "good faith estimate of market value".

OPTIONAL

Section 22.24 (c), Tax Code, provides that a rendition may permit a property owner to furnish information not specifically required to be reported. The following questions request information that you may provide at your option to assist the appraisal district in determining the market value of your business personal property.

12. STANDARD INDUSTRIAL CLASSIFICATION (SIC) DATA

For the following questions please check or provide the response that best describes your business and any detail next to the answer.

1. Which general classification listed below would best describe your business? (Specify in the space provided.)

- Checkboxes for Agriculture, Manufacturing, Communications, Mining, Construction, Real Estate, Electric, Retail Trade, Finance, Sanitary Services, Fishing, Services (Specify), Forestry, Transportation, Gas, Wholesale Trade, Insurance, Other.

2. How many square feet does your business occupy? (If you are located in a multi-tenant facility, please provide only the square footage of the space your business occupies)

Square Feet _____

If you are unsure of the square footage, what are the approximate dimensions?

Dimensions _____

3. If the nature of your business requires assets to be stored outdoors, what is the square footage of the lot area containing these assets and/or inventory?

Square Feet _____

If you are unsure of the square footage, what are the approximate dimensions?

Dimensions _____

4. How many employees work at this facility?

- Employee count checkboxes: 1-5, 6-10, 11-25, 26-50, 51-75, 76-100, 101-150, 151-200, 201-250, 251-300, 301-350, 351-400, 401-450, 451-500, More than 500 (specify).

5. Are these employees mostly full time or part time?

- Full Time, Part Time checkboxes.

At this point, please remember that Section 22.27(a) of the Texas Property Tax Code requires the Grayson Central Appraisal District to ensure the confidentiality of rendered information.

6. What was the 2011 annual revenue of this business? (data used only to categorize for statistical purposes)

Annual Revenue: \$ _____

Property owner's value estimate (optional): \$ _____

7. Sales tax permit number _____

2012 RENDITION GUIDE

FAILURE TO FILE A TIMELY RENDITION WITH THIS OFFICE WILL RESULT IN PENALTIES BEING ASSESSED. Please read all of the information provided below and on the rendition to ensure your compliance with the law.

The following is provided to assist taxpayers in completing Section 1 through 9 of the rendition.

If in the owner's opinion, the aggregate market value of the personal property is \$20,000 or more the owner must provide a good faith estimate of the property's market value or the historical cost when new and the year of acquisition. Section 22.07(C) of the property tax code allows the chief appraiser to request a statement explaining how the owner arrived at the good faith estimate; supporting documentation provided with your rendition may eliminate the need to request. If you elect to provide historical costs, the following information will assist you in completing the rendition.

Section 1 on page three of the rendition form requests information on your inventory. Please indicate the basis of your figures by checking the appropriate box.

Section 2 through section 9 request information on the fixed assets used in your business. Please provide the total cost by year of acquisition for all property on hand as of January 1, 2012 in the "Historical Cost" column. You should report all property in use or on hand even if fully depreciated on your books or expensed. The rendition form includes the most often used percent good factors for business personal property. If you have specialized property you may contact the Grayson Central Appraisal District for appropriate factors. The percent good factors are applied to the cost to arrive at "Replacement Cost New Less Depreciation" which is one of the areas weighed by the appraiser to arrive at an appropriate year of acquisition. The appraisal district will perform the calculations for you. The calculation example is as follows:

Original cost when new X percent good = Replacement Cost New Less Depreciation (RCNLD)

Below are guidelines that will assist you in placing property in categories 2 through 7 shown on the back of the rendition form:

Section 2. Leasehold Improvements – Any type of finish out or modification to real estate that is purchased or paid for by a tenant.

Section 3. Furniture & Fixtures – Office furniture, retail fixtures, restaurant equipment, apartment and hotel case goods, and similar property.

Section 4. Computer – Mainframe computers, personal computers, fax machines and word processors.

Section 5. Machinery & Equipment – Heavy equipment, manufacturing and processing equipment, oil field service.

Section 6. Machinery & Equipment – Building trades/contractors small equipment, automotive industry tools, fast food equipment. These factors are also applicable to store signs.

Section 7. Electronic & Data Processing – Telephone systems, copy machines, point of sale equipment, and alarm systems.

All property owned or used by the business shall be reported regardless of age in accordance with Section 22.01 of the Texas Property Tax Code.