

APPOINTMENT OF AGENT FOR PROPERTY TAXES

Date Received (appraisal district use only)
Phone (Area Code & Number) 512-930-3787 / 888-331-7807

Appraisal District Name **WILLIAMSON CENTRAL APPRAISAL DISTRICT**

Address **625 FM 1460, GEORGETOWN, TX 78626**

INSTRUCTIONS

You can use this form:

- To name a tax agent to represent you on property tax matters;
- To direct that tax notices be mailed to a person you name. Read the instructions carefully. This form will be in effect until you file another form with the appraisal district that revokes it or until you file a form that names a different agent.

Step 1: Owner's name and address	Owner's name
	Present mailing address (number and street)
	City, town or post office, state, ZIP Code
	Phone (area code and number)

Step 2: Describe the property	<input type="checkbox"/> All property listed for this owner at the above address
	<input type="checkbox"/> The following property (give account number or legal description)

(continue on attached pages if needed)	

Step 3: Specify the agent's authority for property tax matters (skip to step 6 if you only want to change tax notice mailing).	<input type="checkbox"/> General power to represent me in property tax matters concerning this property
	<input type="checkbox"/> Specified powers: the agent has only the powers checked below
	<input type="checkbox"/> file notices of protest and present protests before the appraisal review board
	<input type="checkbox"/> receive confidential information
	<input type="checkbox"/> negotiate and resolve disputed tax matters
	<input type="checkbox"/> other action (specify) _____

Step 4: Name the agent for property tax matters	Agent's name	Texas Agent License Number
	Present mailing address (number and street)	
	City, town or post office, state, ZIP Code	Phone (area code and number)

Step 5: Date the agent's authority ends	Date
	If you do not fill in a date, the agent's authority will continue indefinitely. You must file a statement revoking this form or designate a new agent to end the agent's authority.

**Complete steps 6 -9 if you want tax notices mailed to an agent.
SKIP TO STEP 10 IF YOU DON'T WANT TO CHANGE TAX NOTICE MAILING.**

<p>Step 6:</p> <p>Check if you want property tax notices delivered to an agent.</p>	<p><input type="checkbox"/> I want my agent to receive all my property tax notices and other communications for this property, including appraisal notices, appraisal review board orders and hearing notices, tax bills and collection notices.</p> <p><input type="checkbox"/> I want my agent to receive <i>only</i> the following:</p> <p><input type="checkbox"/> All communications from the chief appraiser.</p> <p><input type="checkbox"/> All orders, notices and other communications from the ARB.</p> <p><input type="checkbox"/> All tax bills and notices from all taxing entities serviced by the appraisal district.</p> <p><i>NOTE:</i> These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.</p>								
<p>Step 7:</p> <p>Describe the property for which property tax notices will be delivered</p>	<p><input type="checkbox"/> The following property (<i>give account number or legal description</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(continue on attached pages if needed)</p> <p><input type="checkbox"/> My agent will provide a list</p> <p><i>NOTE:</i> The designation of an agent to receive communications only applies to properties you expressly identify and only affects notices generated after the date you file the list identifying the property with the appraisal district.</p>								
<p>Step 8:</p> <p>Name the Person who will get the notices</p>	<p>Name of person or firm</p> <hr/> <p>Present mailing address (<i>number and street</i>)</p> <hr/> <table border="1" data-bbox="267 1094 1529 1213"> <tr> <td data-bbox="267 1094 974 1213">City, town or post office, state, ZIP Code</td> <td data-bbox="974 1094 1529 1213">Phone (<i>area code and number</i>)</td> </tr> </table>	City, town or post office, state, ZIP Code	Phone (<i>area code and number</i>)						
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<p>Step 9:</p> <p>Date the change of delivery ends</p>	<p>Date</p> <hr/> <p>If you do not fill in a date, tax notices will continue to be mailed to your agent indefinitely. You must file a statement revoking this form or designate a new agent to end the agent's authority.</p>								
<p>Step 10:</p> <p>Sign the form</p>	<table border="1" data-bbox="267 1413 1529 1682"> <tr> <td data-bbox="267 1413 953 1478">sign here ➤ Signature</td> <td data-bbox="953 1413 1529 1478">Date the designation took effect</td> </tr> <tr> <td colspan="2" data-bbox="267 1478 1529 1543">Printed Name</td> </tr> <tr> <td colspan="2" data-bbox="267 1543 1529 1608">Title if not the property owner</td> </tr> <tr> <td colspan="2" data-bbox="267 1608 1529 1682">Firm Name if not the property owner</td> </tr> </table> <p>This form must be signed by the property owner; a person the owner has specifically authorized to name tax agents; or by a corporate officer (if the owner is a corporation). A property manager or other agent should attach a copy of the document authorizing the person to designate agents.</p>	sign here ➤ Signature	Date the designation took effect	Printed Name		Title if not the property owner		Firm Name if not the property owner	
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