



WILLIAMSON
CENTRAL APPRAISAL DISTRICT

Equalization Cycle – The Protest Process Overview

Williamson Central Appraisal District strives to keep the public informed of the latest procedures to protest proposed values on the Notice of Appraised Value.

The District is required by the Texas Constitution to appraise property at 100% market value as of January 1st each year. The District applies standardized mass appraisal methods and techniques based on individual characteristics to calculate the market value of your property.

Protest Filing and Deadline

If you disagree with the proposed value or any other action the Appraisal District may have taken on your property for the current year, you have the right to file a protest by the indicated protest filing deadline on your Notice of Appraised Value. A property owner or their representative initiating a protest is entitled to appear before the Appraisal Review Board (ARB) to offer evidence or argument.

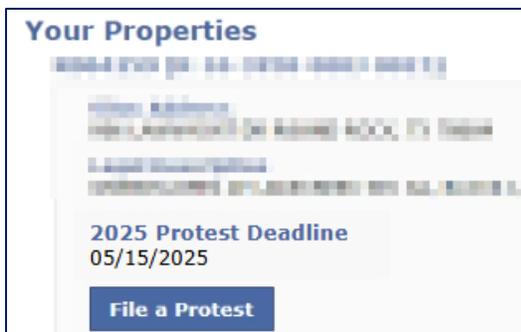
The deadline to submit property protest is *Friday May 15th*, or no later than 30 days from the mail date of your Notice of Appraised Value, whichever is later. Protests may be filed online or provided by physical form to the WCAD office.

An admissible Notice of Protest requires the following:

- ✓ **Owner Name**
- ✓ **Property Identification**
Please identify the property in question by QuickRefID account number or property address
QuickRefID is a six-digit number with the prefix "R", "M", "P", or "N"
Utilize the Property Search to locate accurate property info: search.WCAD.org.
- ✓ **Reason for Protest**
District staff and the ARB are constrained to discuss ONLY the reason(s) specified on the filed notice of protest.

Protest submission method - Online

- Log into the Online Protests site - <https://onlineappeals.wcad.org/User/Login>
 - New user - Click on Create User button to proceed with creating Online Appeals login.
 - Registered user - Sign in with registered email and password.
- Once logged in, the user may register property using the Online Protest Passcode on the current year Notice of Appraised Value for the relevant property.
- Click on File a Protest button associated with the property you wish to protest.



- If you purchased your property within the last year, you may be prompted for additional steps during or after protest submission to generate a settlement offer.
- Complete notice of protest form and confirm you wish to file a protest when prompted. Do not navigate away from page until confirmation page appears.

Please Confirm

Are you sure you wish to file an Protest?

No Yes

Protest Successfully Submitted

Your Protest has been successfully submitted to the Appraisal Office.

Click here to continue.

- Repeat previous steps for each registered property you wish to protest.
- After successfully filing protest, an appraisal review with a settlement offer for property may be available on your home page to accept or decline.
- Email from DoNotReply@wcadonline.org will notify the user if settlement offer is available.
- If you accept settlement offer, the appeal and any property concerns will be finalized for current tax year.
- If you reject the settlement offer or window to accept the settlement offer expires, the protest associated with online appraisal review will be closed.
- An additional protest will open to be scheduled for a hearing with the ARB. The protest to be scheduled can be identified by assigned prefix "FW-" Case Number.
- If no appraisal review was available for property, a protest will open to be scheduled for a hearing with the ARB. The protest to be scheduled can be identified by assigned prefix "FW-" Case Number.
- Upload supporting evidence to be reviewed at hearing through the Manage Documents feature on the open protest with assigned prefix "FW-" Case Number.
- File by protest deadline for property:
 - Online Protests site will be suspended after **Friday May 15th**, 11:59 PM CST*.

Protest submission method – Physical Form

- Complete the Notice of Protest document through one of the following:
 - Notice of Protest form included with the property's Notice of Appraised Value.
 - Protest form as prescribed by Texas Comptroller
 - A signed written statement containing the identification of owner, property, and reason(s) for protest.
- Enclose supporting evidence for review at scheduled hearing with District staff and ARB.
- File by protest deadline for property:
 - Mail
 - The envelope containing the Notice of Protest MUST be postmarked before or by **Friday May 15th** or otherwise indicated deadline*. Depositing your protest in a USPS collection box does not guarantee a postmark by the protest deadline.
 - In-Person
 - Deliver to WCAD office before or by **Friday May 15th** or otherwise indicated deadline*.

*If you do not file timely, the ability to obtain a protest hearing is expressly limited per tax law.

Preparing for Protest Hearing

- Be prepared to provide evidence relevant to the protested year to support your opinion of property value and characteristics. See [How To Prepare for Protest Hearing](#) on evidence documentation.
- When a protest is filed disputing the market value, the taxable value can only be changed if you are successful in lowering the market value below the assessed value.
- You or your agent are entitled upon request to a copy of the information that the Chief Appraiser or his representative plans to introduce at the hearing. The request for protest evidence must be made at least 14 days before the scheduled hearing per tax code. Please see our [E-Services menu](#) on WCAD.org for request form.

Protest Hearing Scheduling

- The ARB will schedule protest hearing for a date between April through July, Monday through Thursday 8am-5pm.
- Hearings are not scheduled by protest submission date, so there may be a longer-than-expected wait time.
- The Notice of Hearing letter will be sent to the appellant, the party who filed protest, at least 15 days prior to the scheduled hearing date.
- The Notice of Hearing letter will include:
 - Letter identifying protested property(s) with date, time, location, and protest reason for hearing.
 - [Williamson County Appraisal Review Board Hearing Procedures](#) – guideline for hearing conduct, evidence, scheduling, protest resolutions, etc.
 - Texas Comptroller Taxpayer Assistance Pamphlet 96-295
 - [Williamson County Appraisal Review Board Post-Hearing Survey filing instructions](#)
 - [How To Prepare for Protest Hearing](#)

Hearing Process

- **BOTH the informal review with District staff AND formal hearing with the ARB will take place on your scheduled hearing date.**
- You must be on time for your scheduled hearing. If you fail to appear, you may lose the right to an ARB hearing.
- Both the informal and formal will each be kept to a 15-minute time frame.
- There is a limit of *ONE PERSON* allowed per side for each informal and ARB.

Informal Meeting with District Staff

- On the date of the scheduled hearing, bring your Notice of Hearing Letter and supporting documentation to the WCAD office. If you are a representative of property owner, bring signed authorization form as prescribed by Texas Comptroller.
- You will check into a queue upon your arrival and wait in the lobby.
- Based on the protest and property type, an appropriate District staff member will select you from the queue.
- The ARB *recommends* you first meet informally with District staff to discuss property concerns and evidence you and the District plan to present at the ARB hearing.
- The District staff will document the hearing electronically.
- You and the District may reach a final agreement during this review. The agreement will finalize the protest and any property concerns for the current tax year.
- If an agreement is not reached, you will proceed directly to the formal hearing before the ARB.

Formal Hearing with The Appraisal Review Board (ARB)

- The District staff will provide you the ARB Hearing Procedures to review and sign before proceeding.
- You will be checked into a queue for the ARB by the District staff. You may be returned to the lobby.
- A District staff member will select you from the queue and escort you to an ARB hearing room with an ARB panel typically consisting of three (3) members.
- The hearing will be documented electronically and with audio recording.
- After testimony on evidence provided by you and the District staff respectively, the ARB will deliberate and make a determination on the appeal reason(s) specified on Notice of Protest.
- The ARB has authority to order the District on whether or not to change property records.
- The ARB determination will finalize the protest and any property concerns for the current tax year.

About The Appraisal Review Board

The Appraisal Review Board (ARB) is a group of impartial citizens, separate and independent from the Williamson Central Appraisal District, which presides over the formal hearings during the appeals process, determining the market value of the property in question based on information presented to them by the property owner, or the owner's agent, and the Appraisal District representative. Please see <https://www.wcad.org/about-the-arb/> for more information.

Hearing Representation in Lieu of Attending in Person

Please see the following options if unable to attend your scheduled hearing in person.

Affidavit – Submit your evidence to be heard by the ARB

- Per Texas Tax Code 41.45(i), the written affidavit must:
 - Be notarized before an officer authorized to administer oaths, swearing information is true and correct
 - Identify the property owner's name and property
- Please also include QuickRefID account number, date and time of hearing, and property owner mailing address.
 - QuickRefID is a six-digit number with the prefix "R", "M", "P", or "N".
- You may use the affidavit form prescribed by the Texas Comptroller.
- The ARB *recommends* you submit affidavit to Affidavits@wcad.org, or by mail or in person to the WCAD office at least five (5) days before the hearing.

Authorized Party - Authorize a representative to appear at your hearing

- Submit a signed authorization form as prescribed by Texas Comptroller to WCAD before or by the hearing date.
- Form may be submitted via email to Agents@wcad.org, or by mail or in person to the WCAD office.

Virtual/Videoconference or Telephone Hearing

- The request to appear at hearing by virtual or telephone conference must be filed in writing with the ARB not later than the tenth (10th) day before the date of the hearing per Texas Tax Code 41.45(b).
- Virtual hearing includes both informal review with District and formal hearing with ARB.
- Telephone hearing includes **ONLY** formal hearing with ARB.
- Review procedures for technical requirements and hearing process before submitting request:
 - Virtual: <https://www.wcad.org/virtual-hearing-procedures/>
 - Telephone: <https://www.wcad.org/wp-content/uploads/2024/02/TelephoneHearingsProcedures.pdf>
- You are **REQUIRED** per Property Tax Code 41.45(b) to provide hearing evidence by affidavit. See the Affidavit section above.
- You may submit request for virtual or telephone hearing through online form at <https://www.wcad.org/williamson-county-arb/>, by mail or in person to the WCAD office.

Hearing Rescheduling

- Initial reschedule request must be received **BEFORE** the scheduled hearing date.
- For additional or late rescheduling of hearing, please send the request directly to the ARB Chair for review.
- You may submit hearing reschedule request online at <https://www.wcad.org/williamson-county-arb/>, or by mail or in person to the WCAD office.
- Hearings with eligible request for reschedule will be:
 - Fit into an available time slot within typical April through July timeframe.
 - Sent a Notice of Hearing with rescheduled hearing date and time by the same delivery method of the initial Notice of Hearing letter.
- Please see full ARB reschedule policy on the [Williamson County Appraisal Review Board Hearing Procedures](#)

Withdrawal of Protest

- Withdrawing protest will cancel your scheduled hearing and finalize the protest.
- You may complete one of the following actions to withdraw protest:
 - If protest filed online, log into Online Protests site, <https://onlineappeals.wcad.org> and select the Cancel Protest option for the respective protest.
 - Fill out the Protest Withdrawal online form: <https://www.wcad.org/protest-withdrawal/>
 - Submit a written request to withdraw by mail or in person to the WCAD office.