



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 - Provide the legal name of your taxing identity.
2. NAME OF CONTACT PERSON - Provide the name of a person we can contact about your business.
3. BUSINESS MAILING ADDRESS - Provide 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. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
4. BUSINESS PHYSICAL ADDRESS - Provide the physical address for your business. This address cannot be a post office box.
5. TAXING ENTITY EMAIL ADDRESS - Provide the email address for your business.
6. BUSINESS PHONE NUMBER - Provide a telephone number, including the area code, of your business.
7. CONTACT PERSON EMAIL ADDRESS - Provide 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.
8. TAX IDENTIFICATION NUMBER - Provide 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:

Texas Department of Licensing and Regulation
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 additional information and questions, visit the [TDLR website](http://www.tdlr.texas.gov) or reach Customer Service via [webform](#). The webform will allow you to submit your request for assistance and include attachments needed. Customer Service Representatives are available Monday through Friday (excluding holidays) at (800) 803-9202 (in state only), (512) 463-6599, or Relay Texas-TDD: (800) 735-2989.

TDLR Public Information Act Policy:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).



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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

Suffix (Jr., Sr., III)

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

PO Box, Street Number, Name, Apartment/Suite Number

City

State

Zip Code

4. Business Physical Address:

Street Number, Name, Apartment/Suite Number

City

State

Zip Code

5. Taxing Entity Email Address:

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

6. Business Phone Number:

(Area Code) Phone Number

7. Contact Person Email Address:

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

8. Tax Identification Number:

(Area Code) Phone Number