

Tarrant Appraisal District

# How to file your Online Rendition

# Welcome to the 2025 version of the Tarrant Appraisal District's Website





- Our website works best with Google Chrome so make sure your Web Browser is updated.
- While the style of the website has changed dramatically, much of the existing functionality is still the same or improved from our previous website.
- If you have used our website before, then your login will be the same as in the past, and the accounts you had set up under that login should remain.
- If you are new to the system or you are adding accounts to your login, then the first thing you will need to locate is the unique 8 character pin associated with the account.

QUICK LINKS	RESOURCES	ABOUT
Home	Forms	Board of Directors
My Dashboard	Interactive Maps	Tarrant Appraisal Review Board
Create Account	Calendar	Careers
	Taxpayer Liaison	Procurement
	Property Tax Assistance	Quick Links
	News	Take A Survey
	Data Downloads	Contact Us
	Rates	
	Reports	
	Public Information Act Request	
	Property Tax Transparency in Texas	

TAT	ž
Tarrant Appraisal	District
Attn: BPP Rendition P	rocessing
2500 Handley-Edervil	le Road
Fort Worth, Texas	76118
December 31, 2024	Account #9999999
Business Name	
Business Owner	
9999 MAIN ST	
ANYWHERE, TX 76034	
Subject: Important TAD.org Announcement - 2025 Bus	iness Rendition Filing
Dear Filer –	
The online rendition filing feature at TAD.org makes	reporting your business personal property
(BPP) easy! Beginning Wednesday, January 1, 2025, lo	gin with the PIN below to create your own
User ID and Password to complete the process:	
e PIN for your account can be found in the midd	le of the rendition reminder letter we

sent you this year.

•

- If you did not receive a letter, you can copy and paste the address below in your web browser and request a new one. It will take approx. 5-10 business days to mail out a new PIN
  - o <u>https://www.tad.org/how-do-i/request-an-online-pin</u>

Log in to TAD.org	×
Email	
Password	0
This site is protected by reCAPTCHA and the Google <u>Privacy Pol</u> <u>Terms of Service</u> apply.	licy and
Login	
Create an Account	
Forgot Password	

- To log into or create an account, click the 'Login' button at the upper right corner.
- From there you can either create an account or use your log in information.

# The Dashboard

Add Property	×	<
Account Number		
Online Account PIN		
How do I find my Account Information?		
	Add Property	

- After logging in, you are taken to the dashboard
- From there you can add all your property to your dashboard.
- To add an account to your dashboard, type in the 8-digit account number and the PIN from your rendition reminder letter, then 'Add Property'.

#### Properties: 1



• After adding a personal property account to the dashboard, and navigating to the rendition tab, there will be buttons to either start a rendition or file a rendition extension request.

# **Business Personal Property Rendition Extension**

<u>Only one</u> 30-day extension is available for Business Personal Property Renditions for the tax year 2025. <u>All</u> renditions must be submitted by no later than May 15th, 2025.

#### **Filer Identification**

Please submit a separate form for each account.

Name *	Ema	ail:
	so	omeEmail@something.com
	The your	email address associated with this dashboard account. To change this information, visit r dashboard.

#### Extension \*

I would like a 30-day extension on my rendition

Submit

To file an extension request, just click the extension request button on the dashboard, fill in the information requested, and click the submit button at the bottom of the rendition extension form. Only one 30 day extension is allowed by the Tax Code. The system will generate confirmation that you can print, and it will be emailed to you as well. Always print out a copy of your records.

# Filing an Online Rendition Business Personal Property Rendition

## What is Business Personal Property (BPP)?

Business Personal Property (BPP) is defined as the tangible assets of a business that are not considered real estate. BPP includes items such as: machinery, equipment, tools, office furnishings, signs, computers, leased equipment, leasehold improvements (1), inventory/raw materials/merchandise/supplies (1), and vehicles (1). This list is not inclusive as there are many kinds of BPP.



## What is the BPP Rendition form?

Per section 22.01 of the Texas Property Tax Code, business owners must render any taxable property that they own or manage and control as a fiduciary as of January 1<sup>st</sup>. The BPP Rendition form is the method in which to report these assets.

## When is the BPP Rendition form due?

This form is **due every year by April 15<sup>th</sup>**. If April 15<sup>th</sup> falls on a weekend, the deadline will be the next business day. A rendition form can be either <u>filed online</u>, mailed and postmarked by April 15<sup>th</sup> or hand-delivered to our office at 2500 Handley Ederville Rd Fort Worth, TX 76118.

## Is there a filing extension available?

Although it is highly recommended to file your rendition earliest as possible or by the statutory deadline of April 15<sup>th</sup>, you may request a 30-day extension online <u>here</u> by April 15<sup>th</sup>. If April 15<sup>th</sup> falls on a weekend, the deadline will be the next business day. The Tarrant Appraisal District can also accept a <u>physical copy</u> of an extension request mailed and postmarked by April 15<sup>th</sup> or hand-delivered to our office at 2500 Handley Ederville Rd Fort Worth, TX 76118.

• Clicking on 'File a Rendition Online' button on your dashboard will take you to the Rendition landing page. Click 'File a Rendition Online' again to continue.

0% Complete							
Filer Identification							
Name *	Title *						
Company *	TAD Agent Code (if applicable):						
What is your preferred method of communication? *	Email:						
O Email	someEmail@something.com						
	your dashboard.						
$\rightarrow$ Business Identification							

• Fill out your filer information. \*If you are a Tax Agent, you will need to enter your Agent Code

10% Complete	2 of 10
Business Identification	
Account Number *	
1234567	
Find my property	
Account Number	Current Owner(s)
01234567	Something Something
Property Location	Mailing Address
123 W Something ST	123 W Something ST
ARLINGTON	ARLINGTON, TX 76004-1246
Business Name	Business Description
Some Company	Something about something about something. (1212121)
Class Code	Square Footage
L2 – Personal Property Tangible Industrial	123,456 Square Feet
Streadove information correct?	
O No	
0.10	
← Filer Identification	

- Find your property in the system and verify that your information is correct.
- If anything appears incorrect, you may select no and adjust any of the following fields.

#### Is the above information correct? \*

Yes

#### Select what needs to be updated: \*

- □ Name of Business
- Mailing Address
- Business Description

Owner Name
Location Address
Square Feet Occupied

## 2025 Business Personal Property Rendition

20% Complete					3 of 10
Something					
Business Status					
Was the business active on J	anuary 1 <sup>st</sup> of 2025 in 1	farrant County? *			
		and county.			
O Yes O No					
← Business Identification	→ Valuation (Sch	edule A)			

- Confirm that your business was active in Tarrant County for the taxable calendar year.
- If it was not active in Tarrant County, please provide information as to what happened with your business including any documents applicable. (Lease agreement/final utility bill/mover's bill showing date moved/landlord letter/any other 3rd party confirmation)

## **Business Status**

## Was the business active on January 1st of 2025 in Tarrant County? \*



You have indicated the business was not active on January 1st of 2025 in Tarrant County.

## Please select one of the following options: \*

O The business moved.

○ The business closed.

○ The business sold.

← Business Identification

 $\rightarrow$  Valuation (Schedule A)

30% Complete						4 of 10
Something						
Valuation: Schedule A						
Abbreviated Rendition Op	tion (same as last year) 🚯					
I affirm that the inform	ation contained in the mos	at recently filed rendition o	continues to be comp	lete and accurate for th	ne current tax year	
Select the total market va Under \$20,000 \$20,000 or more	llue of your business perso	nal property *				
Did you own any Furniture O Yes O No	e, Machinery, Signs & Lease	hold Improvements 🕄 on	January 1 <sup>st</sup> of 2025?	*		
← Business Status	$\rightarrow$ Valuation (Schedule B	& C)				

- Now that we have identified your business, you can either choose to use the same Abbreviated Rendition Option as last year or continue to fill out the rest of your Rendition.
- If the Abbreviated Rendition Option is selected, you may review your information and continue to confirmation and signature.

For those continuing to file their Rendition Schedules you may select the valuation method you would like to use for each schedule (A-E).

Did you own any Furniture, Machinery, Signs & Leasehold Improvements 🕕 on January 1st of 2025? \*



Please choose the valuation method (Good Faith Estimate 1), Historical Cost 1), or both) that best suits your company.





 $\rightarrow$  Valuation (Schedule B & C)

The Historical Cost method lets you submit acquisition cost for each schedule and calculates your total Depreciated Value based on our Percent Good Chart. This is the recommended method and is usually the



You can also choose to use a Good Faith Estimate. You will be required to do your own calculations and submit the total value of your assets for each schedule.

Please choose the valuation method (Good Faith Estimat	e 🖯,	Historical Cost	3	, or both) that best suits your company.
--	------	-----------------	---	--

Good Faith Estima	te Value of Offic	ce Equipment & Electronics		Is your Good Faith income tax purpos	Estimate based on the depreciation schedules for federal es?
Good Faith Estima	tes may not pro	vide as accurate of a result as Histo	orical Cost or	using both methods.	
Historical Cost (re	commended)	I would like to provide both a Good Faith Estimate and a historical cost value	My "Goo N	d Faith Estimate of larket Value"	

If you would like to use both methods, you have that option as well. This is usually used if you have multiple assets in the same category and would like to utilize a different valuation method for each asset.

○ Yes

If you have any assets that did not fall into one of the four categories in Schedule A-D, you may enter other assets in Schedule E. If you select Historical Cost – you will be required to utilize our Year Life Calculator to determine the value of your asset. Unsure of which year life to choose? Reference our Percent Good Chart.

Please describe the Other Assets and provide a value. Choose the best valuation method that suits your company.

Historical Cost (recommended)	My '	"Good Faith Estimate of Market Value"	
-------------------------------	------	--	--

How to use Year Life Calculator:

- 1. Select a Year Life 🚯 Percent Good Chart
- 2. Enter Asset Description
- 3. Open the calculator
- 4. Enter Values
- 5. Submit Total
- 6. Repeat Steps 1-5 to add additional assets

#### Year Life Calculator

Year Life *		Description *	Total Depreciated Value *	
	•			
① Add Asset	⊖ Remove Asset			

If you leased any equipment, enter any Lessor information or upload a document instead.

### Are you leasing any equipment, such as copiers, vehicles, or other machinery? \*

O Yes ○ No

#### Lessor Information

Lessor's Name		Lessor's Phone Number		
Item Description				
Lessor's Address				
Address Line 1				
Address Line 2				
		~		
City	State/Province		Zip/Postal	

m	nary		
ase	e review and ensure that all the information is correct. If you	would like to print this summary screen for your records, use the print screen button above.	
	Name	A Name	
	Title	A Title	
	Company	A Company	
	What is your preferred method of communication?	Email	
	Email:	someEmail@something.com	
	Was the business active on January 1 <sup>st</sup> of 2025 in Tarrant County?	Yes	

• Review the summary provided and verify that all information is correct. If you entered any asset values, there will be a summary table of your Schedule information and valuation methods.

83% Complete

Some Company

#### **Confirmation & Signature**

#### **Comments (optional)**

You may provide any additional comments you'd like the appraisal district to consider while reviewing your rendition. For example, if your value is significantly lower or higher than prior years, please provide an explanation regarding the change.

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Comments

Upload Documents (optional): You may provide any additional documents you'd like the appraisal district to consider while reviewing your rendition.



jpg, png, gif, and pdf only

#### Your Consent to Electronic Signatures

This form must be signed and dated. By doing so, you attest that the information contained on it is true and correct to the best of your knowledge and belief.

By accepting this Agreement, you understand that: (i) electronically signing and submitting any document(s) to Tarrant Appraisal District binds you in the same manner as if you had signed in a non-electronic form, and (ii) the electronically stored copy of your signature, any written instruction or authorization and any other document provided to you by Tarrant Appraisal District is considered to be a true, accurate and complete record, legally enforceable in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. You agree not to contest the admissibility or enforceability of Tarrant Appraisal Districts electronically stored copy of this Agreement and any other documents.

If you do not wish to sign this form electronically, you can download a printable version of the Business Personal Property Rendition instead.

I understand if make a false statement on this form, I could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37:10 🚯.

I swear or affirm that each fact contained in this rendition is true and correct.

#### **Consent and Signature \***

I have read the above and consent

#### ← Summary Submit Rendition

• Provide any comments, other relevant documents, and provide an electronic signature. You should receive a confirmation email after a successful submission! Thank you!