

Agent Protest Filing Instructions

- ❖ Export **your** client list (all accounts to be protested), from **your** database, in an **Excel** format.
- ❖ Complete the Notice of Protest form, on your Agency Dashboard, drop Excel file in the upload link.
- ❖ **Column A must be the 8-digit TAD account number.**
- ❖ If protesting **via your Agent Portal**, it will not be necessary to submit duplicate paper copies of protest.
- ❖ To assist us in avoiding potential overloads on the system, please file as soon as possible, after April 15.



Your Agency Name Here

The availability of authorized property accounts on this Dashboard is automated based upon your company's AoA records with TAD.

X Search

Click here to begin protest process

➔
Agent Mass Protest

Residential, Commercial
Export
25
▼

Properties: 6

Information for using the online Agent Mass Protest feature:

- **Only Excel files will be accepted and processed.**
 - Excel should contain a complete list of all accounts to be protested.
 - Column A **must** contain only the complete eight (8) digit TAD account number.
 - Text format.
 - No other special characters.
 - Account numbers start in A2
- **Do not upload pdf files, word docs, jpegs, photos, etc.**
- **Do not include special messages/instructions or requests.**
- **Files more than 25mb will need to be broken down into smaller size files.**
 - This will require multiple submissions.
 - Multiple submissions can be made, prior to filing deadline.
- **Current authorization (AoA) is not required, if protesting via Agency Dashboard, using an Excel file.**
- **See image below for minimum recommended fields.**

| | A | B | C | D |
|---|---------------------|-------------------|-------------------------|-----------------------------|
| | COMPLETE TAD | | | |
| 1 | ACCT NUMBER | OWNER NAME | PROPERTY ADDRESS | LEGAL DESCRIPTION |
| 2 | 01234567 | ARTU DEHTU | 4 GALAXY LN | MAY ADDITION BK 25 LT 77 |
| 3 | 09876543 | CENDA RELLA | 1950 GLASS SIPPER ST | WALT ADDITION BK 12 LT M |
| 4 | 04268100 | HAROLD POTTER | 1890 LEGACY DR | HALLAWS ADDITION BK 7 LT 31 |
| 5 | | | | |

Everyone is going a great job of using AoA@TAD.ORG for submission of AoA's!

- If submitting multiple AoA's in one email, each AoA should be an individual pdf.
- Do not submit one multiple page pdf of various AoA's.

Some important AoA information:

Make sure all sections of the AoA have been properly executed prior to submission. Faulty AoA's will not be processed. Use the tools at your disposal before submission, to ensure accuracy of AoA information. Once processed, the account will populate on your dashboard.

- Submit recently executed AoA's, must be signed within the past six (6) months.
 - This ensures you are the current agent on file.
- Do not hold AoA's for submission at a later date.
 - Submit all incoming AoA's as quickly as possible.
 - Previously authorized agent remains on account and active until AoA is received.
- **Do not resubmit any AoA previously submitted.**
 - Previously submitted AoA's are either:
 - In line to be processed.
 - Have been reviewed and are unable to be processed/faulty.
 - Email notification will be sent on faulty AoA's.
 - Have been superseded by a more recently executed AoA.
 - **During peak season, AoA processing time can take 5 to 10 business days.**

If the Agency is REVOKING accounts. No need to send a Revocation of Appointment of Agent form 50-813 for each account to be revoked. You can send one form. In the third section, put SEE ATTACHED and provide an Excel list from your database of the requested information.

Identify the property for which authority is revoked. You must identify all property for which you are revoking the agent's authority and you must provide at least one of the property identifiers listed below (appraisal district account number, physical address of the property or legal description). A chief appraiser may, if necessary to identify the property, request additional information. In lieu of listing property below, you may attach a list of all property to which this appointment applies, denoting the total number of additional pages attached in the lower right-hand corner below:

SEE ATTACHED

Appraisal District Account Number

Physical Address of Property

Legal Description

If you have additional property for which authority is revoked, attach additional sheets providing the appraisal district account number and legal description for each property. Sign each sheet and identify here the number of additional sheets attached: _____