

# TAX PAYMENT PROCEDURES

*Due on or before January 31, 2022*

*Delinquent February 1, 2022*

## Rules for Submission

1. Complete the **LENDER/AGENT PAYMENT RETURN FORM** (See page 2). **Return it with your payment.**

### 2. NUMBER OF ACCOUNTS:

- ❖ Payments with paper submissions are limited to companies with **less than thirty (30)** accounts. **The tax statement coupon must be included for each account paid.**
- ❖ Companies paying **thirty (30) or more** accounts **must** use the **Commercial Portfolio** (See page 3), or submit Text or Excel data Files (See page 4). It is imperative that the correct format be followed when using the Data File methods. **No other media format will be accepted.**

If the incorrect format is used, the file and payment may be returned to your company for corrections. Please refer to the **Current Tax Payment Data File Specifications** form (page 4) for complete information.

### 3. DUE DATE:

- ❖ All payments must be USPS postmarked, common carrier receipted or delivered by January 31, 2022.
- ❖ Accounts improperly identified will be considered delinquent.
- ❖ Payments not postmarked or received by January 31, 2022 for any reason will be considered delinquent.

4. No checks over **\$99,999,999.99** will be accepted.

5. To avoid processing delays, mail all Lender/Agent payments to:

Harris County Tax Assessor-Collector's Office  
P.O. Box 3547  
Houston, TX 77253-3547  
Attention: Mortgage Department

*Or deliver to:*

Harris County Tax Assessor-Collector's Office  
1001 Preston, Room 335  
Houston, TX 77002  
Attention: Mortgage Department

6. **RECEIPTS:** *Bulk receipts can only be provided if your payment was made electronically.*

- ❖ In order to receive receipts, you must request it on the **LENDER/AGENT PAYMENT RETURN FORM** (see page 2).
- ❖ Please confirm the mailing address printed on the **LENDER/AGENT PAYMENT RETURN FORM** (see page 2) is correct to ensure proper delivery of your receipts if being mailed.
- ❖ Please verify the email address and/or FTP site path and login that you have entered on the **LENDER/AGENT PAYMENT RETURN FORM** (see page 2) to ensure proper delivery of your receipts if electronic submission has been requested.
- ❖ Receipts for payments not submitted electronically are available **individually** at: [www.hctx.net](http://www.hctx.net) or by submitting a data file containing the account numbers paid (excluding dashes "-") to receive them in bulk. Please call (713) 274-8000 if individual reprints are needed.

If you have any questions please contact Diana Gonzalez at 713-274-8149 or email [diana.gonzalez@tax.hctx.net](mailto:diana.gonzalez@tax.hctx.net).

## Lender/Agent Payment Return Form

This address will be used to forward receipts and other information to you. For ACH Payments please use the Application for ACH Payment Form.

Lender ID \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Check amount: \$ \_\_\_\_\_ No. of parcels (optional): \_\_\_\_\_

Special Instructions? \_\_\_\_\_

### Payment Processing

How are you identifying accounts to be **paid**?

Portfolio

Harris County Tax Office coupons (limit of 30)  (See page 1 payment procedures)

Data File (CD/DVD/Email)

- ❖ Physical mailing address can be found on page 1
- ❖ Email address for payments is [diana.gonzalez@tax.hctx.net](mailto:diana.gonzalez@tax.hctx.net)

### Receipt Delivery

Remember that if your payment is not being made electronically, we are unable to provide receipts unless you send us a data file of the accounts you paid. (See page 1)

Which of the following **type of receipts** does your company prefer?

CD/DVD (Preferred)  \*Email  \*FTP  None

- ❖ If FTP or Email please provide email address or FTP login information below.

#### Receipts:

Mail  Special Instructions? \_\_\_\_\_

Email  Email Address \_\_\_\_\_

FTP  Path & Login \_\_\_\_\_

**Large files cannot be e-mailed. They will be saved to a CD/DVD and mailed. To obtain receipts via FTP, please provide the FTP site address & login information.**

## Commercial Portfolio Procedures

The Harris County Tax Assessor-Collector's Office provides the Commercial Portfolio interface on our website to initiate, view, add, and/or update your accounts. Using this feature, you will be able to monitor and maintain your accounts, make your statement requests online and/or pay based on this Commercial Portfolio.

If you used the Commercial Portfolio in the past, those accounts are still stored in your portfolio. Please review and update your contact information and the tax accounts in your portfolio.

To access the Commercial Portfolio use the URL below or go to [www.hctax.net](http://www.hctax.net), click on **Property Tax** and then **Commercial Portfolio**.

URL for the Commercial Portfolio is: <http://www.tax.co.harris.tx.us/portfolio/mortgageacct.asp>

Setting up and accessing your portfolio:

- Your Lender ID is your login to the portfolio. If you are new to the portfolio or forgot your password you will be allowed to create or reset it on the login screen.
- Accounts may be added to your portfolio by uploading a text, excel or csv file in the designated format or by manual entry.
- Review and verify the accounts in your portfolio before submitting your payment.

## Current Tax Payment Data File Specifications

If your payment does not total the taxes on the submitted payment file or in your Portfolio, or the User ID number is invalid, none of the accounts can be processed.

Microsoft Excel:

Please place each field listed in a separate column as specified below.

### Payment File Format

Column Number (s)	Entry
01 – 04	4 digit numeric Customer User ID number
05 – 05	1 space (blank or “,”)
06 – 18	13 digit numeric account number (No dashes, spaces or special characters)
19 – 19	1 space (blank or “,”)
20 – 34	15 character loan number (optional) (For your identification purposes)
35 – 35	1 space (blank or “,”)
36 – 44	9 digit numeric payment amount assumed decimal places (no spaces or“.”)
45 – 50	6 spaces – leave blank

- ❖ Account numbers should be formatted as text to preserve leading zeroes.
- ❖ Amounts include characters for cents, but the decimal should not be included.
- ❖ No column headings or totals are allowed.

Sample Excel Format:

	A	B	C	D	E	F	G
1	9999	","	0201340000023	","	000000294001719	","	999999999
2	9999	","	0201340000023	","	000000292581719	","	999999999
3							

### IMPORTANT

If you service accounts in any of the jurisdictions listed below, refer to “**Converting Account Numbers**” for the account number conversion format before proceeding:

- ❖ Harris County Appraisal District Personal Property, Mineral, Pipeline and Utility accounts
- ❖ Fr. Bend and Montgomery County Appraisal District accounts.

## ACH Payment Procedures

**IMPORTANT: Please allow 10 business days from the date of receipt to process the ACH request.**  
We will not accept any wires after the January 31st due date

The Harris County Tax Assessor Collector's Office will accept Automated Clearing House (ACH) payments on a limited basis.

- 1. To start:** Organizations wishing to pay property taxes via ACH must complete the ***APPLICATION FOR ACH PAYMENT FORM*** each tax year. The information provided in the application that follows will be used to process incoming wires into a designated Tax Office bank account. When an application is received, wiring instructions will be sent to the email address provided on the application. This information will only be sent via email – so be sure the contact email address is correct. No wiring instructions will be provided by phone.
- 2. Submit payment file:** A text file in the format shown below or a portfolio submission must be sent on the same day that the wire transfer is made. The electronic payment file will be validated to match the ACH payment. Payments will be posted as of the receipt date of the wire transfer.

**Payments received without a corresponding payment file will not be processed.**

- 3. Making corrections:** Transactions may be rejected for the following reasons:
  - The dollar amount in the wire does not match the total value of transactions on the payment file.
  - The file cannot be processed due to invalid account numbers, invalid user ID or incorrect file format.

If a file/payment is rejected, you will be contacted via the email address provided on the ACH application and given the opportunity to resubmit a corrected file. Failure to provide a corrected file within **2 business days** of notification will cause the funds to be returned. Once funds are returned, the property accounts(s) will be considered unpaid. Delayed submission or failure to correct and resubmit the payment file/funds timely may cause the tax accounts to become delinquent and incur penalties and interest.

## Application for ACH Payment Form

Please read the Procedures for ACH Payment Transactions before completing this form. If you have any questions, regarding this form, please contact the Harris County Tax Office at (713) 274-8290. Allow 10 business days for processing.

### Company Information

Company Name: \_\_\_\_\_ Lender ID: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

### Contact – Agent Information

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

### Banking Information

Name on Bank Account: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

*The individual signing this request must be an authorized signer on the above listed bank account. Instructions for wiring will be forwarded to the contact email address listed above once this Application for ACH Payment Form is processed.*

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Printed Name Title

### Return this application

**Via email to:** TaxOfficeBankingDepartment@hctx.net

**Via fax to:** 713-368-2239

**Via Mail:** Harris County Tax Assessor-Collector’s Office  
Attention: Banking  
P.O. Box 3547  
Houston, TX 77253-3547

For Tax Office Use	
	Date
Received Date	
Application Input	
Email to Customer	

# CONVERTING ACCOUNTNUMBERS

## Conversion of Harris County Appraisal District Personal Property Accounts

The Harris County Appraisal District (HCAD) assigns 7-digit account numbers to personal property, mineral, pipeline and utility accounts. The Harris County Tax Assessor-Collector’s Office adds a single digit prefix to the HCAD number and five zeroes as the suffix, thus converting the 7-digit number to 13digits.

The following criteria are used to determine the prefix. Conversions shown below are for account ‘1234567’:

Account Type	Tax Office Prefix	Tax Office Suffix	Account Number
Personal Property accounts	2	00000	2123456700000
Mineral accounts	4	00000	4123456700000
Pipeline & Utility accounts	5	00000	5123456700000

## Conversion of Ft. Bend and Montgomery County Accounts

Typically the property ID for either Ft Bend or Montgomery County contains a leading letter followed by 6 or 7 numbers. Harris County will convert that number into a 13-digit account number, using these business rules:

1. All new account numbers will **drop the leading letter** from the property ID and **replace** it with, a **two- digit leading number** as follows:
  - ❖ Ft. Bend County: ‘01’ for **Real** Property and ‘99’ for **Business** Personal.
  - ❖ Montgomery County: ‘02’ for **Real** Property and ‘98’ for **Business** Personal.
2. Five (5) trailing zeroes will be added at the end.
3. For accounts with **less than 6** numbers in the property ID, the necessary number of **leading zeros** will be added after the leading number to create a 13-digit number, as shown below.

	Fort Bend County		Montgomery County	
	Business Personal Property			
# Digits	Before: <b>A,P,V</b>	After: <b>99</b>	Before: <b>P,N</b>	After: <b>98</b>
7	P123456	9912345600000	P112233	9811223300000
6	P12345	9901234500000	P11223	9801122300000
5	P1234	9900123400000	P1122	9800112200000
	Real Property			
	Before: <b>C, M, N, R</b>	After: <b>01</b>	Before: <b>M,R</b>	After: <b>02</b>
7	R543210	0154321000000	R332211	0233221100000
6	R43210	0104321000000	R33221	0203322100000
5	R3210	0100321000000	R3322	0200332200000