



ANN HARRIS BENNETT
Tax Assessor-Collector & Voter Registrar

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<p>Step 1. Identify yourself and the property.</p> <p><i>This Application must be complete and must be signed by the taxpayer to be valid.</i></p>	<table border="1"> <tr> <th colspan="11">Account number (7 or 13 digits)</th> <th colspan="3">Tax year</th> </tr> <tr> <td colspan="11"></td> <td colspan="3"></td> </tr> <tr> <td colspan="14">Refund requested by:</td> </tr> <tr> <td colspan="14">Name</td> </tr> <tr> <td colspan="14">Address</td> </tr> <tr> <td colspan="14">City, State, Zip</td> </tr> <tr> <td colspan="7">Daytime phone #:</td> <td colspan="7">Email address:</td> </tr> <tr> <td colspan="14">Description of the property (legal or street address)</td> </tr> <tr> <td colspan="14"></td> </tr> </table>	Account number (7 or 13 digits)											Tax year																	Refund requested by:														Name														Address														City, State, Zip														Daytime phone #:							Email address:							Description of the property (legal or street address)																											
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<p>Step 2. Who normally pays your property taxes?</p> <p><i>This information is needed to assure your refund is made to the proper party.</i></p>	<p>Please check one of the following:</p> <p><input type="checkbox"/> My mortgage company withholds taxes from my monthly payment.</p> <p><input type="checkbox"/> I pay my property taxes directly.</p> <p>If you bought or sold this property during the tax year, please complete below:</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>I bought this property during the tax year.</td> <td>MONTH/YEAR</td> </tr> <tr> <td><input type="checkbox"/></td> <td>I sold this property during or after the tax year.</td> <td></td> </tr> </table> <p>PLEASE INDICATE NAME OF YOUR MORTGAGE AND/OR TITLE COMPANY</p>	<input type="checkbox"/>	I bought this property during the tax year.	MONTH/YEAR	<input type="checkbox"/>	I sold this property during or after the tax year.																																																																																																																									
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<p>Step 3. Provide the reason for this refund.</p>	<p>Please check one of the following and state reason:</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Overpaid the account (explain: _____)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HCAD exemption or value reduction granted (date of change: ____ / ____ / ____)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Paid incorrect account (explain: _____)</td> </tr> </table>	<input type="checkbox"/>	Overpaid the account (explain: _____)	<input type="checkbox"/>	HCAD exemption or value reduction granted (date of change: ____ / ____ / ____)	<input type="checkbox"/>	Paid incorrect account (explain: _____)																																																																																																																								
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<p>Step 4. Provide payment information.</p> <p><i>Attach copies of cancelled checks for all payments you made on this account.</i></p>	<table border="1"> <thead> <tr> <th>Payment made by</th> <th>Check No.</th> <th>Date paid</th> <th>Amount paid</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Total amount paid by mortgage company or others</td> <td></td> </tr> <tr> <td colspan="3">TOTAL AMOUNT PAID (sum of the above amounts)</td> <td></td> </tr> <tr> <td colspan="3">TOTAL PROPERTY TAX OWED</td> <td></td> </tr> <tr> <td colspan="3">AMOUNT PAID MINUS AMOUNT OWED</td> <td></td> </tr> </tbody> </table>	Payment made by	Check No.	Date paid	Amount paid					Total amount paid by mortgage company or others				TOTAL AMOUNT PAID (sum of the above amounts)				TOTAL PROPERTY TAX OWED				AMOUNT PAID MINUS AMOUNT OWED																																																																																																									
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<p>Step 5. How do you want the refund handled?</p>	<p>Please check one of the following:</p> <p><input type="checkbox"/> Mail refund to above mailing address (Step 1)</p> <p><input type="checkbox"/> Transfer this payment to account # _____ tax year _____</p> <p><input type="checkbox"/> Reapply this overpayment to several accounts (Please attach a list of accounts)</p>																																																																																																																														
<p>Step 6. Sign the form.</p> <p><i>Unsigned applications cannot be processed.</i></p>	<p>By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. I understand that any person who makes a false entry upon this record shall be subject to fines and/or imprisonment.</p> <table border="1"> <tr> <td>SIGNATURE OF TAXPAYER (REQUIRED)</td> <td>DATE</td> </tr> <tr> <td></td> <td></td> </tr> </table>	SIGNATURE OF TAXPAYER (REQUIRED)	DATE																																																																																																																												
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