

COMPLETING YOUR BPP (BUSINESS PERSONAL PROPERTY) RENDITION

The **Texas Property Tax Code** requires all personal property owned by a business for the purpose of producing an income to be reported, or *rendered*, to the appraisal district for valuation on an annual basis.

Things to Remember:

- The rendition is concerning personal property owned by the business on January 1st of the tax year. Not December 31st. Not January 2nd.
- Only tangible personal property such as furniture, fixtures, equipment, inventory, etc. are taxable. Intangibles such as cash, stocks, accounts receivable, and other paper assets are not taxable.
- The BPP rendition form is due by April 15th each year. Deadline extensions are available with a written request before the April 15th deadline of up to 30 days.
- The rendition forms mailed in mass by the appraisal district to the property owners may have some section 1 information pre-filled.
- The Appraisal District's name will be **Bastrop Central Appraisal District** if your business personal property is physically located in Bastrop County.
- **All fields are required unless otherwise indicated as 'optional'.**

Section 1: Business & Situs Information

Business Personal Property Rendition of Taxable Property		Form 50-144
CONFIDENTIAL		
BASTROP CENTRAL APPRAISAL DISTRICT		
Appraisal District's Name	Tax Year	
Appraisal District Account Number (if known)		
GENERAL INFORMATION: This form is to render tangible personal property used for the production of income that you own or manage and control as a fiduciary on Jan. 1 of this year (Tax Code Section 22.01).		
FILING INSTRUCTIONS: This document and all supporting documentation must be filed with the appraisal district office in the county in which the property is taxable. Do not file this document with the Texas Comptroller of Public Accounts.		
SECTION 1: Business and Situs Information (Required)		
Business Name	Business Owner	
Property Location Address, City, State, ZIP Code		
Email Address	Phone (area code and number)	
Ownership Type (optional): <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____		

- At the very top, you will indicate the tax year for which the rendition applies.
- Business Name should be consistent with your Secretary of State filings.
- Business Owner should also be consistent with your Secretary of State filings.
- Property Location is the actual, physical location of the business personal property assets; also called the situs.
- Contact Email and Phone Number should be provided for easy communications.
- Ownership Type is optional, but helpful.

Section 2: Representation

SECTION 2: Representation	
Please indicate if you are filing out this form as: <input type="checkbox"/> Owner, employee, or employee of an affiliated entity of the owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Fiduciary <input type="checkbox"/> Secured Party	
Name of Owner, Authorized Agent, Fiduciary or Secured Party	
Mailing Address, City, State, ZIP Code	Phone (area code and number)
Are you a secured party with a security interest in the property subject to this rendition and with a historical cost new of more than \$50,000 as defined by Tax Code Section 22.01(c-1) and (c-2)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, attach a document signed by the property owner indicating consent to file the rendition. Without the authorization, the rendition is not valid and cannot be processed.	

- Is this form being completed by the owner? Authorized agent? Fiduciary? Secured Party? Please indicate.
- If this form is being filed by the owner, repeat name and phone number.
- Provide the mailing address you would like communications to be sent; this does not have to be the same as the property location.
 - The mailing address indicated will be added to our records & any correspondence regarding your BPP account will be sent there.
- Indicate whether you are a secured party with a security interest in the property. If you are not sure what this is, please consult your legal counsel.
 - Documentation is required if selecting “Yes”.

Section 3: Affirmation of Prior Year Rendition

SECTION 3: Affirmation of Prior Year Rendition (Check only if applicable and your assets were exactly the same as last year's rendition form.)	
<input type="checkbox"/>	By checking this box, I affirm that the information contained in the most recent rendition statement filed in _____ continues to be complete and accurate for the current tax year. (Prior tax year)

- Was your prior year rendition filing the same as this year?
 - Your assets must be exactly the same as the previous year (no addition or disposal of assets).
- Check the box and add the prior tax year, if applicable.
 - If section 3 is applicable, no other schedules are required. please complete only Sections 1 through 6 of the rendition.
 - If your depreciated assets have no changes, but you have updated your inventory/supplies values, you may check this box AND update schedule B or C as applicable.

Section 4: Business Information

SECTION 4: Business Information (Optional)		
Please address all that apply:		
Business type: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> New Business		
Business Description		Square Feet Occupied
Business Sold Date	Business Start Date at Location	Sales Tax Permit Number
New Owner		Business Moved Date
New Location	City, State, ZIP Code	Business Closed Date
Did assets remain in place as of Jan. 1?		<input type="checkbox"/> Yes <input type="checkbox"/> No

- Section 4 is optional, but the information provided is helpful for our appraisers and should be answered if applicable.
- What is your business type? Manufacturing? Wholesale? Retail? Service? New business? Check any that may apply.
- Business description will help us to properly classify your property.
- If you sold or moved your business, you will indicate so in the appropriate field. Failure to do so may result in erroneous tax statements and lengthy correction processes.
- Did assets remain in place as of Jan 1st? Or were they moved elsewhere?

Section 5: Market Value

SECTION 5: Market Value	
Check the total market value of your property: <input type="checkbox"/> Under \$20,000 <input type="checkbox"/> \$20,000 or more	
If under \$20,000, complete only Schedule A and if applicable, Schedule F. Otherwise, complete Schedule(s) B, C, D, E and/or F, as applicable.	

- What is the approximate total market value of your personal property? Under \$20,00? Or over \$20,000? Check one that applies.
 - The requirements for filing with property under \$20,000 are different than for businesses valued over \$20,000.
 - Under: Complete Schedules A and F, if applicable.
 - Over: Complete schedules B, C, D, E, and/or F, as applicable.

Section 6: Affirmation & Signature

SECTION 6: Affirmation and Signature

If you make a false statement on this form, you 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 the information provided in this report is true and accurate to the best of my knowledge and belief; and that I am authorized as required by law to file and sign this report.

Printed Name of Authorized Individual

NOTE: The signature on this report must be notarized **unless the person filing the report is** a secured party as defined by Tax Code Section 22.01, **the property owner**, an employee of the property owner, an employee of the property owner on behalf of an affiliated entity of the property owner or on behalf of a property owner who is rendering tangible personal property with a good faith estimate of not more than \$150,000 in total market value.

sign here ➔ _____

Signature of Authorized Individual

Date

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public, State of Texas

- **The rendition must be signed by an authorized person to be valid.**

- Printed Name of Authorized Individual (REQUIRED) – The person who either owns the property, is the agent, or holds fiduciary responsibility for the business & is filing this rendition.
- Signature of Authorized Individual (REQUIRED) – should be the same person as the Printed Name of the Authorized Individual.
- If the person filing and signing this report is the property owner or an employee of the property owner, **they are not required to get this form notarized.**
 - **Note:** If the person filing and signing this report is **not** the property owner, an employee of the property owner, an employee of a property owner signing on behalf of an affiliated entity of the property owner, or a secured party as defined by **Tax Code Section 22.01**, **the signature must be notarized.**
 - If the person filing and signing this report is an agent or entity filing on behalf of a property owner who is rendering tangible personal property only with a good faith estimate of more than \$150,000 in total market value, **the signature must be notarized.**

Schedule A: Personal Property Valued Less Than \$20,000

Did you timely apply for a Sept. 1 inventory date? (optional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Does your inventory involve interstate/foreign commerce issues? (optional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Does your inventory involve freeport goods? (optional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Account Number			
SCHEDULE A: PERSONAL PROPERTY VALUED LESS THAN \$20,000						
List all taxable personal property by property type/category (see Definitions and Important Information). If needed, attach additional sheets OR a computer-generated copy listing the information below. If you manage or control property as a fiduciary on Jan. 1, also list the names and addresses of each property owner. Good faith estimate of market value or historical cost when new is optional for Schedule A only.						
General Property Description by Type/Category	Estimate of Quantity of Each Type	Good Faith Estimate of Market Value*	OR	Historical Cost When New*	AND Year Acquired*	Property Owner Name/Address (if you manage or control property as a fiduciary)

- The “optional” questions are useful to our appraisers and should be answered if applicable.
- This section is applicable to businesses with less than \$20,000 in business personal property.
- Under Schedule A, list all general property descriptions by type/category. Categories may include furniture, fixtures, machinery, office equipment, computer equipment, signage, inventory, raw materials, supplies, and vehicles.
 - **Note:** if you list inventory, supplies, or vehicle assets here under Schedule A, you do **not** need to add them under Schedules B,C, or D respectively. We do not want to duplicate any assets.
 - Add an Estimate of quantity of each type of asset.
 - For each asset rendered, give either a **good faith estimate of market value OR historical cost when new & the year acquired for the asset(s)**. This helps to accurately depreciate the items.
 - *All assets rendered must have a value. Items received as gifts, or used assets where the historical cost or year acquired is not known should be listed with a good faith estimate of market value.*
- Fiduciaries will need to list the property owner’s name and address in the last column.
- **If more space is needed to list your assets, it is permissible to attach supplement pages, additional sheets, or excel spreadsheets with the required information as necessary.**

Schedule B & Schedule C: Inventory, Raw Materials and Work in Progress / Supplies

PERSONAL PROPERTY VALUED AT \$20,000 OR MORE						
SCHEDULE B: INVENTORY, RAW MATERIALS AND WORK IN PROCESS						
List all taxable inventories by property type. If needed, attach additional sheets OR a computer-generated copy listing the information below. If you manage or control property as a fiduciary on Jan. 1, also list the names and addresses of each property owner.						
Property Description by Type/Category	Property Address or Address Where Taxable	Estimate of Quantity of Each Type	Good Faith Estimate of Market Value*	OR	Historical Cost When New*	AND Year Acquired*

SCHEDULE C: SUPPLIES						
List all supplies by property type. If needed, attach additional sheets OR a computer generated copy listing the information below. If you manage or control property as a fiduciary on Jan. 1, also list the names and addresses of each property owner.						
Property Description by Type/Category	Property Address or Address Where Taxable	Estimate of Quantity of Each Type	Good Faith Estimate of Market Value*	OR	Historical Cost When New*	AND Year Acquired*

- **Schedule B and C are required if the total value of all property exceeds \$20,000 and own the type of property described in the heading.**
 - Schedule B: list only inventory, raw materials, and work in progress.
 - Schedule C: list only supplies.
- Similar to Schedule A, Schedule B and C requires a list of the property type/category, an estimate of quantity for each type, and either a **good faith estimate of market value OR historical cost when new & the year acquired for the asset(s).**
 - *All assets rendered must have a value. Items received as gifts, or used assets where the historical cost or year acquired is not known should be listed with a good faith estimate of market value.*
 - If inventory, raw materials, work in progress, and/or supplies have already been listed under Schedule A, you do **not** need to add them under Schedules B or C.
- The taxable location, the property address, must also be listed for each type (if different from situs listed in Section 1).
- Fiduciaries will need to list the property owner's name and address in the last column.
- **If more space is needed to list your assets, it is permissible to attach supplement pages, additional sheets, or excel spreadsheets with the required information as necessary.**

Schedule D: Vehicles and Trailers and Special Equipment

SCHEDULE D: VEHICLES AND TRAILERS AND SPECIAL EQUIPMENT								
List only vehicles that are licensed in the name of the business as shown on Page 1. Vehicles disposed of after Jan. 1 are taxable for the year and must be listed below. If needed, attach additional sheets OR a computer generated listing of the information below. Report leased vehicles under Schedule F. Leased vehicles must be reported showing the name and address of the owner.								
Year (optional)	Make (optional)	Model (optional)	Vehicle Identification Number (VIN) (optional)	Good Faith Estimate of Market Value*	OR	Historical Cost When New* (Omit Cents)	AND	Year Acquired*

* Provide an amount for either the good faith estimate of market value, or a historical cost when new and year acquired. If you provided an historical cost when new and year acquired, you need not provide a good faith estimate of market value.

- **Schedule D is required if the total value of all property exceeds \$20,000 and you have property that fits the description under schedule D.**
- The Year, Make, Model, and Vehicle Identification Number (VIN) of each vehicle is optional, but very useful to determine an accurate value & and ensure there is no double assessment.
- All vehicles rendered must include either a **good faith estimate of market value** OR **historical cost when new & the year acquired for the asset(s)**.
 - *All assets rendered must have a value. Items received as gifts, or used assets where the historical cost or year acquired is not known should be listed with a good faith estimate of market value*
 - If vehicles have already been listed under Schedule A, you do **not** need to add them under Schedule D.
- **If more space is needed to list your assets, it is permissible to attach supplement pages, additional sheets, or excel spreadsheets with the required information as necessary.**

Schedule E: Furniture, Fixtures, Machinery, Equipment, Computers, POS, Other

SCHEDULE E: FURNITURE, FIXTURES, MACHINERY, EQUIPMENT, COMPUTERS									
Total (by year acquired) all furniture, fixtures, machinery, equipment and computers (new or used) still in possession on Jan. 1. List items received as gifts in the same manner. Attach additional sheets OR a computer generated listing of the information below, as needed.									
Furniture and Fixtures			Machinery and Equipment			Office Equipment			
Year Acquired	Historical Cost When New* (Omit Cents)	OR Good Faith Estimate of Market Value*	Year Acquired	Historical Cost When New* (Omit Cents)	OR Good Faith Estimate of Market Value*	Year Acquired	Historical Cost When New* (Omit Cents)	OR Good Faith Estimate of Market Value*	
2023			2023			2023			
2022			2022			2022			
2021			2021			2021			
2020			2020			2020			
2019			2019			2019			
2018			2018			2018			
2017			2017			2017			
2016			2016			2016			
2015			2015			2015			
2014			2014			2014			
2013			2013			2013			
2012			2012			2012			
2011			2011			2011			
2010 & Prior			2010 & Prior			2010 & Prior			
TOTAL:			TOTAL:			TOTAL:			

Computer Equipment			POS/Servers/Mainframes			Other (any other items not listed in other schedules)			
Year Acquired	Historical Cost When New* (Omit Cents)	OR Good Faith Estimate of Market Value*	Year Acquired	Historical Cost When New* (Omit Cents)	OR Good Faith Estimate of Market Value*	Year Acquired	Description	Historical Cost When New* (Omit Cents)	OR Good Faith Estimate of Market Value*
2023			2023			2023			
2022			2022			2022			
2021			2021			2021			
2020			2020			2020			
2019			2019			2019			
2018			2018			2018			
2017			2017			2017			
2016			2016			2016			
2015 & Prior			2015 & Prior			2015 & Prior			
TOTAL:			TOTAL:			TOTAL:			

- This section breaks down the type of personal property by year acquired.
- In each section, you will provide the **historical cost when new in the corresponding year acquired column OR a good faith estimate of market value per asset year.**
 - *All assets rendered must have a value. Items received as gifts, or used assets where the historical cost or year acquired is not known should be listed with a good faith estimate of market value.*
 - Add Totals of Historical Cost or Good faith estimate of value for each column as applicable.
- There is also an “Other” column for any items owned by the business that were not listed in any other section. Could include signage.
- **If more space is needed to list your assets, it is permissible to attach supplement pages, additional sheets, or excel spreadsheets with the required information as necessary.**

Schedule F: Property Under Bailment, Lease, Consignment or Other Arrangement

SCHEDULE F: PROPERTY UNDER BAILMENT, LEASE, CONSIGNMENT OR OTHER ARRANGEMENT

List the name and address of each owner of taxable property that is in your possession or under your management on Jan. 1 by bailment, lease, consignment or other arrangement. If needed, attach additional sheets OR a computer-generated copy listing the information below.

Property Owner's Name	Property Owner's Address	General Property Description

* Provide an amount for either the good faith estimate of market value, or a historical cost when new and year acquired. If you provided an historical cost when new and year acquired, you need not provide a good faith estimate of market value.

- **This section should be completed by any business that possesses this type of property regardless of its total market value of all business personal property.**
- If the business is using personal property assets that are under bailment, lease, consignment or other arrangement where the business is not responsible for the business personal property taxes, list the property here.
 - Include the owner's name, address, and a general description of the property.
 - The district may ask the business owner to provide additional information, including lease agreements, rental prices, contracts, etc.
- **If more space is needed to list your assets, it is permissible to attach supplement pages, additional sheets, or excel spreadsheets with the required information as necessary.**

The last page of the rendition contains important information about deadlines, filing instructions, penalties, as well as definitions of common terms that will help users more fully understand the requirements.

Please contact the Bastrop CAD Business Personal Property department for any additional questions or clarifications.