

Note to Chief Appraisers: This is a sample press release you may use as a template if you send out press releases to your local news media to alert taxpayers regarding important property tax information. Please feel free to localize the sample release by adding contact information for your appraisal district office; quotes from the chief appraiser; other helpful information such as dates, times and locations of ARB hearings; whether applications for property tax exemptions are required annually; or any specific instructions that apply to taxpayers in your appraisal district.

For Immediate Release

Date

Texas Comptroller's Office Helps Property Taxpayers Stay Informed of their Rights with Updated Publication

The Texas Comptroller's office has released the *Taxpayer Assistance Pamphlet*, a reference guide for property taxpayers which addresses property tax basics, providing a step-by-step guide on preparing for a protest hearing and what they can do if they are dissatisfied with an appraisal review board's decision.

The *Taxpayer Assistance Pamphlet* also provides key dates so property owners know what they must do and when they are required to act to exercise their right to protest.

The *Taxpayer Assistance Pamphlet* is available from the (NAME) Appraisal District at (INSERT APPRAISAL DISTRICT CONTACT INFORMATION). It is also available from the Comptroller's Property Tax Assistance Division's website at comptroller.texas.gov/taxes/property-tax/.