

THE PUBLIC'S RIGHT TO KNOW

MAY 2019



Glenn Hegar

Texas Comptroller of
Public Accounts

OPEN GOVERNMENT IS THE HEARTBEAT OF DEMOCRACY

Because open government is integral to a democracy, the Comptroller's office has worked hard to improve the efficiency of its system of handling public information requests. Anyone who seeks public information from this agency can count on a prompt and accurate response.

HOW TO GET PUBLIC INFORMATION FROM THE COMPTROLLER'S OFFICE

WEBSITE

The Comptroller's website provides free information. Access the Comptroller's website via the internet at: Comptroller.Texas.Gov

The Comptroller's website provides information such as:

- Comptroller reports
- Tax information
- Corporate officers and directors
- State spending and revenue numbers
- State and local economic data
- Links to other government sites

PORTAL

Please submit written requests for public information on our website Comptroller.Texas.Gov through our Open Records portal.

MAIL

Texas Comptroller of Public Accounts
Open Records
P.O. Box 13528
Austin, Texas 78711-3528

FAX

512-475-1610

COMPTROLLER'S GUIDELINES FOR CHARGES

The Attorney General's Office sets the fees that agencies may charge for responding to public information requests. There is no fee for 50 pages or fewer of standard paper copies.

The following requestors generally will not be charged a fee:

- Taxpayers or their authorized representatives who need information on their own accounts
- Texas state agencies and local governments
- Educational institutions in Texas

The Comptroller will send notification of any charges that will exceed \$40.

PUBLIC INFORMATION ON TAXPAYERS

Under the Texas Public Information Act, all information that is in the government's possession is public, unless it falls within one of the Act's specific exceptions. Certain information about a taxpayer's account with the Comptroller is public information and must be released to anyone who requests it. The following is a list of frequently requested public items of information about Texas taxpayers:

- Taxpayer name
- Taxpayer address
- Taxpayer telephone number
- Business code (NAICS and SIC)
- Date on which a corporation is chartered
- Date on which corporate privileges were forfeited (franchise tax)
- Date of first taxable sale (sales tax)
- Entity name
- Entity address
- Entity business address
- Entity business location
- Entity telephone number

The Texas Comptroller of Public Accounts is **committed** to making records **open and accessible** to the public, in full accordance with the Texas Public Information Act.

FOR MORE INFORMATION,
VISIT OUR WEBSITE
Comptroller.Texas.Gov.

RECEIVE TAX HELP AT
comptroller.texas.gov/web-forms/tax-help.

This publication is intended as a general guide and not as a comprehensive resource on the subjects covered. It is not a substitute for legal advice.

THE PUBLIC'S RIGHT TO KNOW

The Texas Legislature has enacted several **statutes** that make certain information about taxpayers **confidential**.

- Type of business entity – sole proprietor, partnership, corporation, etc.
- Names, titles, mailing addresses of owners, officers, or directors
- Outlet locations
- Permit(s) issued and date issued
- Public Information Report
- Registered agent's name and address (franchise tax)
- Status of account – active, inactive, current, delinquent
- Whether tax return was filed on time
- Whether and when a taxpayer has been audited
- Whether an audit resulted in a deficiency or refund
- Whether corporate charter has been revoked

CONFIDENTIAL INFORMATION ON TAXPAYERS

The Texas Legislature has enacted several statutes that make certain information about taxpayers confidential. Reports filed for certain taxes and fees are confidential by statute. For example, sales tax and franchise tax reports filed by taxpayers are generally confidential. Also, information that the Comptroller has obtained during an audit of a taxpayer is confidential. Audit information is confidential for all taxes and fees that the Comptroller collects.

Information made confidential by statute, such as a sales tax return, may not be released to the public unless the Comptroller receives the taxpayer's express, written permission. The Comptroller will provide confidential information to a taxpayer's authorized representative (attorney or accountant), provided that the taxpayer gives express, written permission to release the information to that representative.

This publication is intended as a general guide and not as a comprehensive resource on the subjects covered. It is not a substitute for legal advice.

WE'RE HERE TO HELP!

If you have questions or need information, contact us:

For more information, search our website at Comptroller.Texas.Gov

Texas Comptroller of Public Accounts
111 East 17th Street
Austin, Texas 78711-1440



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800-252-5555
911 Emergency Service/
Equalization Surcharge
Automotive Oil Fee
Battery Fee
Boat and Boat Motor Sales Tax
Customs Broker
Mixed Beverage Taxes
Off-Road, Heavy-Duty Diesel
Equipment Surcharge
Oyster Fee
Sales and Use Taxes

800-531-5441
Cement Tax
Inheritance Tax
Local Revenue
Miscellaneous Gross
Receipts Taxes
Oil Well Servicing Tax
Sulphur Tax

800-442-3453
WebFile Help

800-252-1381
Bank Franchise
Franchise Tax

800-252-7875
Spanish

800-531-1441
Fax on Demand (Most frequently requested
Sales and Franchise tax forms)

800-252-1382
Clean Vehicle Incentive Program
Manufactured Housing Tax
Motor Vehicle Sales Surcharge,
Rental and Seller Financed Sales Tax
Motor Vehicle Registration Surcharge

800-252-1383
Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

800-252-1384
Coastal Protection
Crude Oil Production Tax
Natural Gas Production Tax

800-252-1387
Insurance Tax

800-252-1385
Coin-Operated Machines Tax
Hotel Occupancy Tax

800-252-1386
Account Status
Officer and Director Information

800-862-2260
Cigarette and Tobacco

888-4-FILING (888-434-5464)
TELEFILE: To File by Phone

800-252-1389
GETPUB: To Order Forms and Publications

800-654-FIND (800-654-3463)
Treasury Find

800-321-2274
Unclaimed Property Claimants
Unclaimed Property Holders
Unclaimed Property Name Searches
512-463-3120 in Austin

877-44RATE4 (877-447-2834)
Interest Rate