

Deadlines for Form 50-772 Reporting for Companies and School Districts

Any applicants with agreements executed on or prior to May 15, 2017, are required to report in 2017.

The Chapter 313 Annual Eligibility Report ([Form 50-772A, PDF](#)) is a tool school districts can use to determine continued eligibility of the applicant subject to the limitation agreement. Enforcement of Chapter 313 is the responsibility of the school district.

A representative of the company that is party to the agreement should complete Form 50-772A using information from the previous tax (calendar) year and submit to the school district by November 1, 2017. The school district should review the completed form, retain the original and submit a PDF scan of the signed form with the required attachments, and a signed hard copy to the Comptroller's office by December 1, 2017. Submit the signed pdf via email to chapter.313@cpa.texas.gov and mail a hard copy of the form to:

Data Analysis and Transparency Division
Texas Comptroller of Public Accounts
PO Box 13528 Capitol Station
Austin TX 78711-3528

Completing Section 5 of the 50-772A Form

Section 5 of the 50-772A form is separated into parts A and B; Each applicant will only need to complete one part of this section.

Section 5A: Applicants who submitted applications prior to Jan. 1, 2014 (Applications #1 through 999) need to complete Section 5A.

Section 5B: Applicants who submitted applications after Jan. 1, 2014 (applications #1000 and above) need to complete Section 5B. (See FAQs for more information about reporting jobs held by employees of contractors.)

Agreements executed prior to Jan. 1, 2014, may be eligible for tax credits under their agreement. Failure to provide complete reports to the Comptroller's Office by the required deadlines may result in a delay or denial of reimbursement from TEA. Ensure that there are no fields left blank on the forms; enter the N/A or digit 0 as appropriate.

FILE NOMENCLATURE

To assist the Comptroller's Office with meeting statutory online posting requirements, we request that all districts and district consultants use the same file naming structure. In addition to assisting with the posting of data, the following file naming convention will make the filenames as short as possible. Here is how to do it.

1. Use this five-part format, in lowercase with dashes separating the components: **0000-district-company-document-year.pdf**
2. **"0000"** represents the Application number. Use four digits for all Application numbers, including leading zeros as needed. Do not include a # or "App"
Example: Application #3 = **0003**
3. **"district"** represents a shortened name for the School District. This should be the first word of the school district only. The applicant number will be used to distinguish the file from other similarly named school districts (e.g. Kenedy ISD and Kenedy County-Wide). Do not include "ISD" or spaces.
Example: Pecos-Barstow-Toyah ISD = **pecos**
4. **"company"** represents a shortened name for the company, using the first word of the company name only. The applicant number will be used to distinguish the file from other similarly named companies.
Example: Delaware Processing LLC = **Delaware**
5. **"document"** represents a shortened name for the type of file being submitted. Abbreviate the document type like this:
50-772A Annual Eligibility Report = **annual**
6. **"year"** represents the year the report is covering and in this year, that is 2016. This is not the first year of the limitation or qualifying time period.
7. By shortening the five parts, separated by dashes only, the longer filename
App#3_Pecos-Barstow-ToyahISD_Delaware Processing, LLC_ AnnualEligibilityReport50-772_2019.pdf can be shortened to this:
0003-pecos-delaware-772-2016.pdf

Naming convention for Combined Reports

Some reports will have individual, separate companies filing for the same 313 agreement and these agreements will also have a combined report as well. Please use the individual company name for each partial agreement holder (assignee, child of parent company, etc.) as the company name for purposes of file naming. For combined reports, make "combined" the company name.

For example, for Mesquite and Post Oak for Clyde ISD App #39 the naming convention follows the structure detailed above, with changes to the "document" name. For the Clyde ISD 772As, the files should be named:

2016 Annual Eligibility report for the Mesquite Wind portion of the agreement: **0039-clyde-mesquite-annual-2016.pdf**

2016 Annual Eligibility report for the Post Oak Wind portion of the agreement: **0039-clyde-postoak-annual-2016.pdf**

2016 Annual Eligibility combined report for the entire project under the agreement: **0039-clyde-combined-annual-2016.pdf**

File Folder Structure

If using folders to organize the reporting files, each folder should contain reports for one application only and the folder should follow the naming convention below:

0000-district-company-2016

QUESTIONS:

If you have any questions, please contact us at chapter.313@cpa.texas.gov.