

Electronic Appraisal Roll Submission Media Information Form (MIF)

THIS FORM **MUST** BE COMPLETED WITH EVERY SUBMISSION.

Your submission will not be accepted if this completed form has not been received or if the submission does not comply with our record layout. **Submit a certified recap that corresponds with the values reported in this submission. The recap should include the breakdown of category values, exemption losses and agricultural and timber land classes that qualify for special appraisal.**

Appraisal District Information

Appraisal District Name _____

District Number _____

Certification Date _____

Date Prepared _____

I certify that the accompanying electronic information is a true and correct appraisal roll for _____ as of _____ and that this file contains no confidential information.

(SDPVS year)

(Date)

Chief Appraiser (*print name*) _____

Chief Appraiser Signature _____

Contact Person Information

Name _____

Title _____

Current Mailing Address (*number and street*) _____

City, Town or Post Office, State, ZIP Code _____

Phone (*area code and number*) _____

Email address _____

Software Vendor Information (if applicable)

Name _____

Title _____

Current Mailing Address (*number and street*) _____

City, Town or Post Office, State, ZIP Code _____

Phone (*area code and number*) _____

Email address _____

Submission Type: (Check One) If Certified Roll, must include recap.

Certified Roll # _____ Certified Estimate # _____ Test Roll # _____

Type of Media

File must be submitted via the secure FTP site (privatesftp.cpa.texas.gov/incoming/ptad_ears). Please name the file in the following format: XXXEARSMMDDYY.CSV ("XXX" = CAD number and "MMDDYY" is the date submitted). Email the Data Analysis team at ptad.ears@cpa.texas.gov when the file is submitted.

Record Types: Number of records for each type, as applicable. (This section must be filled out to process submission.)

_____ AJR – Account Jurisdiction

_____ AUD – Ag Use Account Detail

_____ TU2 – Top Ten Taxpayer

_____ Total Records on File