

# 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.**

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 # \_\_\_\_\_  Test Roll # \_\_\_\_\_

## Type of Media

File must be submitted via the secure FTP site ([privateftp.cpa.texas.gov](http://privateftp.cpa.texas.gov)). Please name the file in the following format: XXXEARSMMDDYY.txt ("XXX" = CAD number and "MMDDYY" is the date submitted). Email the Data Security and Analysis team at [ptad.ears@cpa.texas.gov](mailto: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.)

\_\_\_\_\_ APL – Account Parcel Address, Legal Description      \_\_\_\_\_ AUD – Ag Use Account Detail  
 \_\_\_\_\_ AND – Account Owner Name and Address      \_\_\_\_\_ TU – Top Ten Taxpayer  
 \_\_\_\_\_ AJR – Account Jurisdiction      \_\_\_\_\_ Total Records on File  
 \_\_\_\_\_ ACD – Account Category Detail