

Notice of Arbitration Withdrawal

Arbitration Identification Number
(11 digit arbitration number, example 10114000001)

Date (mm/dd/yyyy)

GENERAL INFORMATION: A property owner or the property owner's authorized agent may use this form to withdraw a request for arbitration as allowed by Comptroller Rules 9.804(g)(5) and 9.4255(c).

FILING INSTRUCTIONS: The property owner or the property owner's authorized agent must complete section 1 or section 2 of this form then send the form to the Comptroller's office, appraisal district and arbitrator (if one has accepted the case).

The mailing address for the Comptroller's office is Texas Comptroller of Public Accounts, Property Tax Assistance Division, P.O. Box 13528, Austin, Texas 78711-3528 and the email address is ptad.cpa@cpa.texas.gov. A directory with contact information for appraisal district offices can be found on the Comptroller's website.

Arbitrations Prior to 2018 Tax Year

The Comptroller's office will contact the arbitrator to verify the first scheduled hearing date, if any. If there is a dispute between the hearing date indicated on the form and the hearing date stated by the arbitrator, documentation must be provided by the arbitrator.

FILING DEADLINES: If this notice is filed in writing with the Comptroller's office 14 or more calendar days before the arbitration proceeding is first scheduled, the Comptroller's office will refund the deposit less the Comptroller's \$50 administrative fee to the property owner or agent. If this notice is filed less than 14 calendar days before the arbitration proceeding is first scheduled, the Comptroller's office will pay the Comptroller's \$50 administrative fee, the arbitrator's fee and refund the remainder if any to the property owner or agent.

Arbitrations for 2018 and Subsequent Tax Years

FILING DEADLINES: If this notice is filed in writing with the Comptroller's office before an arbitrator has accepted the case, the Comptroller will refund the deposit less the Comptroller's \$50 administrative fee to the property owner or agent. If this notice is filed after an arbitrator has accepted the case, the Comptroller's office will pay the Comptroller's \$50 administrative fee, the arbitrator's fee and refund the remainder, if any, to the property owner or agent.

SECTION 1: Notice of Withdrawal – Arbitration Prior to 2018 Tax Year

Please complete the following withdrawal request.

I, _____, property owner or property owner's authorized agent identified
Printed Name of Property Owner or Property Owner's Authorized Agent

for the arbitration listed above do hereby submit a withdrawal of my request to have an arbitration hearing.

I further state one of the following:

No hearing date has been set

OR

The first scheduled hearing is/was set for _____

I understand that failure to comply with the provisions of Comptroller Rule 9.804 could result in a claim by the arbitrator for a fee. I also understand that if the arbitrator disputes the first scheduled hearing date listed and submits evidence, the withdrawal could be considered untimely withdrawn if a different date for the first hearing is substantiated by the arbitrator.

**sign
here** ➔

Signature of Property Owner or Property Owner's Authorized Agent

Phone (area code and number)

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.

SECTION 2: Notice of Withdrawal – Arbitration for 2018 or Subsequent Tax Year

Please complete the following withdrawal request.

I, _____, property owner or property owner's authorized agent identified
Printed Name of Property Owner or Property Owner's Authorized Agent

for the arbitration listed above do hereby submit a withdrawal of my request to have an arbitration hearing.

I further state one of the following:

An arbitrator has not yet accepted the case (if known)

OR

An arbitrator accepted the case. Arbitrator name: _____

I understand that failure to comply with the provisions of Comptroller Rule 9.4255(c) could result in a claim by the arbitrator for a fee. I also understand that if an arbitrator has accepted the case, even if I have not yet been contacted by the arbitrator, the withdrawal will be considered untimely withdrawn.

**sign
here** ➔

Signature of Property Owner or Property Owner's Authorized Agent

Phone (area code and number)

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.