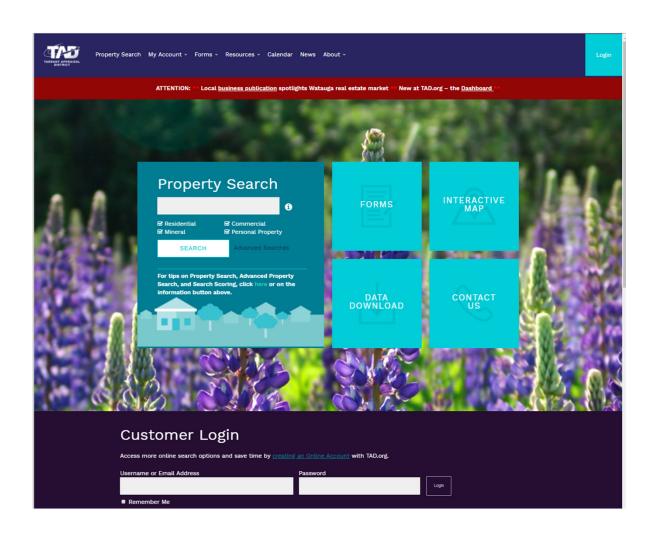# How to File Your Rendition

Welcome to TADs New Website

- As in the past, our website works best with Google Chrome, so make sure your Web Browser is updated.

- While the style of the website has changed dramatically, much of the existing functionality is still the same or improved from our previous website.

- Many of the primary functions visitors utilize are located on the home page, the blue link bar across the top and bottom of each page will always be visible as you navigate back and forth throughout the website to take you where you wish to go.

- If you have used our website before, then your login will be the same as in the past, and the accounts you had set up under that login should remain.

- If you are new to the system or you are adding accounts to your login, then the first thing you will need to locate is the unique 8 character pin associated with the account.

TARRANT APPRAISAL DISTRICT
RECEIVED

MAR 27 2018

PERSONAL PROPERTY

TAD USE ONLY - RECEIPT STAMP HERE

CONFIDENTIAL JANUARY 1, 2018
BUSINESS PERSONAL PROPERTY
RENDITION OF TAXABLE PROPERTY
WITH A TOTAL VALUE __GREATER__ THAN $20,000

Complete and return by April 1st to:
TARRANT APPRAISAL DISTRICT
BPP RENDITION PROCESSING
2500 HANDLEY-EDERVILLE ROAD
(817) 284-9101   FORT WORTH, TEXAS 76118

TAD

BUS OWNER

BUS'S BIG BUSINESS

9999 MAIN ST
ANYWHERE, TX 76034

ACCT NO: 99999999
TDC CODE: 220-905-026-223
NAICS: 722110
DESCR: Full-Service Restaurants

The PIN will be 8 characters with numbers and capital letters

LOCA:

ONLINE FILING ===============> WWW.TAD.ORG
FOR MORE INFO
PIN: 9X9X9X9X
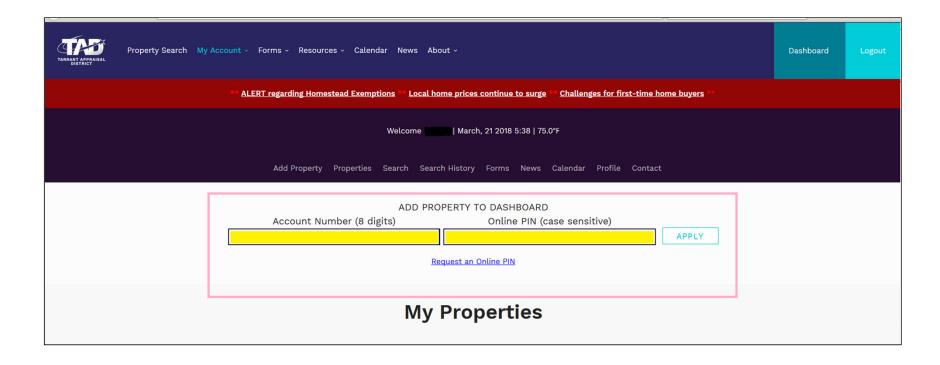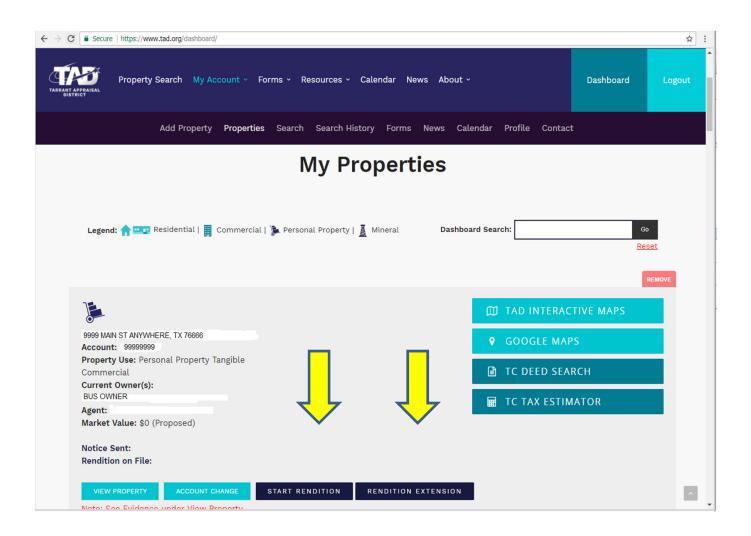
- The PIN for your account can be found on the upper right side of the pre-printed rendition form we sent you this year.

- If you did not receive a pre-printed form, you can copy and paste the address below in your web browser and request a new one. It will take approx. 5-10 business days to mail out a new PIN

- https://www.tad.org/i-dont-have-a-pin/

- To log into or create an account, click on 'My Account' at the top, click the 'LogIn' button at the upper right corner or scroll down the home page to the 'Customer Login' section.

- From there you can either create an account or use your log in information

TAD
TARRANT APPRAISAL DISTRICT

Property Search   My Account ˅   Forms ˅   Resources ˅   Calendar   News   About ˅

Login

ATTENTION: ** New Deadlines for Business Personal Property filings in 2018 ** "Contact Us" is a Powerful Tool for TAD.org Users **

Create An Account

First Name *

Last Name *

User Name *

User Email *

Password *

Enter Password   Confirm Password

Submit

Login

Username or Email Address

Password

☐ Remember Me

Login

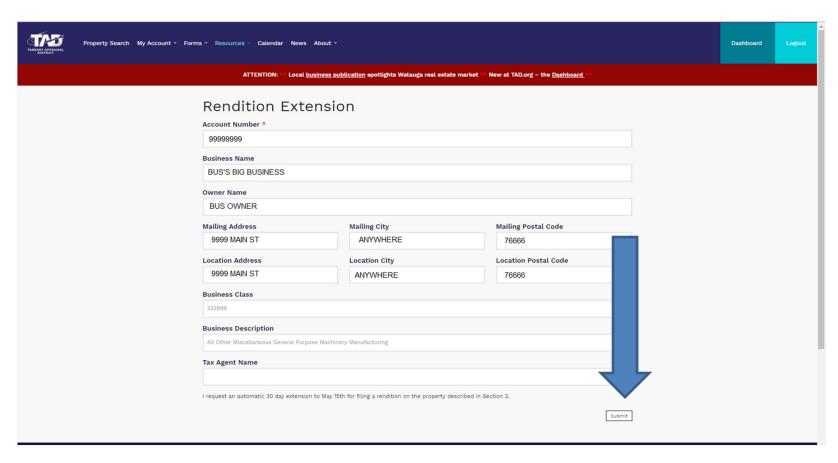**Forgot Password**

Forgot Password

The Dashboard

- After logging in, you are taken to the dashboard

- From there you can add all of your accounts. Whenever you log in your accounts will be available for you to review or work on.

- To add an account to your dashboard, type in the 8 digit account number and the PIN from your pre-printed rendition, then APPLY.
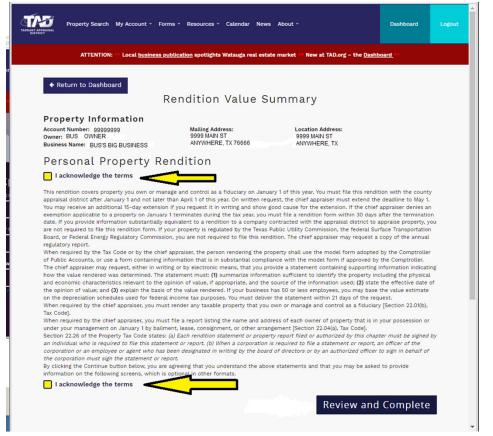
- After adding a personal property account to the dashboard, they will have extra buttons to either start a rendition, or file a rendition extension request.

- To file an extension request, just click the extension request button on the dashboard, and click the submit button at the bottom of the rendition extension form. The system will generate a confirmation that you can print, and it will be emailed to you as well. Always print out a copy for your records.

Filing an Online Rendition

After clicking the button to file your rendition, the system will load the acknowledgement page with the companies name and address we have on file.

Next, the system will prompt the user to enter their name, and check the status of the business.

In the Business Status section, if you select an option other than "No Change", the system will open up various text fields depending on your selection. These fields are very important, as they provide us the information needed to properly process your account for that year.

On to the Value Entry

- Our new website features a much improved online rendition process, in that your entire rendition is on one page. All you need to do is scroll up and down to see the entire form.

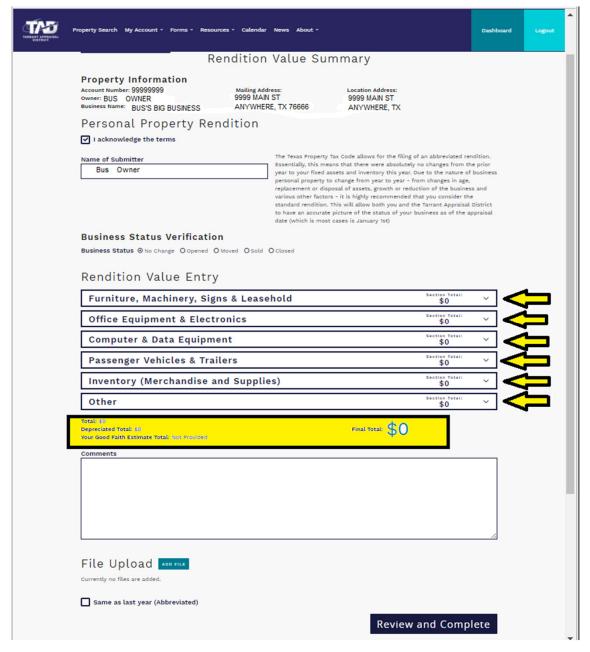- It is also much more forgiving allowing you to go back and make changes prior to submitting. Once you Submit the rendition though, you would need to file a paper return to make any changes.

- The entry section for each major asset category is collapsed. Just click on the chevron on the right side to expand that category, then click the ADD button to begin adding values for that category.

- Unlike past versions of our online rendition system, the Good Faith Estimate portion is built in to each category which will be discussed with the value entry portion.

- To file a Same as Last Year rendition, scroll down a few more pages.

The asset entry section is very similar to the paper rendition forms with the exception that the system allows the user to select subcategories of the major categories of assets. It isn't mandatory however. Just select a subcategory and enter your total purchases for the year. Don't forget to click 'SAVE'

If your assets are older than the grid has an entry section for, just sub total all of the prior year assets, and enter on the last row.

If you have unique assets, you can use the 'Other' asset category. There are some pre-loaded schedules, but you can select 'Other' and select the appropriate age/life schedule. It is also necessary to describe the assets.

First click the dropdown to select the subcategory

Computer & Data Equipment

Category

Computers

Schedule

4 Year Life

Describe this asset

You can add additional description if needed

Year	Historical Cost	% Good	Depreciated Cost
2017	5000	0.75	3750
2016	5000	0.56	2800
2015	5000	0.42	2100
2014	5000	0.32	1600
2013	5000	0.16	800
2012	150000	0.08	12000

For any assets added prior to the earliest year, subtotal and enter here.

*Don't forget to click Save before closing

SAVE

For other assets, there are some pre-loaded subcategories, or you can select 'Other' 'Other'. In this case you also need to select the Schedule. In addition, it is necessary to give a description as well.

Other

Category

Other

Schedule

7 Year Life

Describe this asset

Year	Historical Cost	% Good	Depreciated Cost
2017	10000	0.86	8600
2016	10000	0.73	7300
2015	10000	0.63	6300
2014	10000	0.54	5400
2013		0.46	

After saving your asset entry, the system will return the subtotals back to the main page where you can see both the total and depreciated cost.

At any time prior to submitting your rendition you can edit your previous entries by clicking the edit button. It will reopen your existing asset entry grid to allow you to make changes.

If you wish to delete the entries, just click remove, and a popup will prompt you select YES or NO

Good Faith Estimate

A Good Faith Estimate can be provided in lieu of or in addition to your historical value rendition. After opening up the category to provide a value estimate, click the Good Faith Estimate Box. The system will then provide a box to fill in the value estimate for that category, and boxes to check that the GFE is for the same assets that you entered on the cost entry. If you leave this box unchecked, the system will <u>add</u> your GFE to the historical costs that you enter. You would do this if you knew the historical costs for some but not all of your assets.

Same As Last Year Rendition

To file a Same As Last Year rendition, scroll down to the bottom of the page and click the Checkbox. The system will then collapse your rendition, as that is all the information you are submitting

From there you only need to click Review and Complete. The rendition summary page will open up, and you can click the Submit Rendition button.

Finalizing Your Rendition

As with past online versions, please feel free to add any comments that will help us process your return for the year. In addition you can add files if you need to present additional information.

Comments

File Upload [ADD FILE]

Currently no files are added.

☐ Same as last year (Abbreviated)

Review and Complete

By clicking on the ADD FILE button you can add spreadsheets etc. After adding the file, it will display in the box. If you added the wrong file, just click the X. Then Click Review and Complete

File Upload [ADD FILE]

📄 Spreadsheet_For_2018_Property_Tax.xlsx ✖

☐ Same as last year (Abbreviated)

Review and Complete

- After clicking the Review and Complete button, the system will generate a summary page for your review.
- If you discover any errors, just click the Return button in the upper left hand corner, and correct your rendition.
- Once you submit the rendition, it is final. If you discover an error after submitting, then you need to file a hardcopy rendition and write "amended" across the top of the page.

← Return to Rendition   🖶 Print

Rendition Value Summary

Property Information

Account Number: 99999999
Owner: BUS OWNER
Business Name: BUS'S BIG BUSINESS

Mailing Address:
9999 MAIN ST
ANYWHERE, TX 76666

Location Address:
9999 MAIN ST
ANYWHERE, TX

Rendition Value Entry

Year: 2017
Name: Bus Owner
Status: No Change

Category Information

Category	Total Expenditure	Depreciated Value	Your Estimate (if provided)	Final Depreciated Value
Furniture, Machinery, Signs & Leasehold	190,000	72,400	85,000	85,000
Office Equipment & Electronics	1,500	1,050	0	1,050
Computer & Data Equipment	5,500	1,345	0	1,345
Passenger Vehicles & Trailers	0	0	0	0
Inventory (Merchandise and Supplies)	10,000	10,000	0	10,000
Other	40,000	27,600	0	27,600
TOTAL	247,000	112,395	85,000	124,995

SUBMIT RENDITION

After you have submitted your rendition, the system will generate the rendition page with a time stamp. In addition you will receive an email confirming our receipt with a pdf of the rendition page. After you have rendered the account, and return to your dashboard, instead of File Rendition, the Button will change to View Rendition, and you will be able to pull up this same copy of your rendition.

Rendition Value Summary

2017-06-10 05:02:47

Property Information

Account Number: 99999999

Owner: BUS OWNER

Business Name: BUS'S BIG BUSINESS

Mailing Address:
9999 MAIN ST
ANYWHERE, TX 76666

Location Address:
9999 MAIN ST
ANYWHERE, TX

Rendition Value Entry

Year: 2017
Name: Bus Owner
Status: No Change

Category Information

Category	Total Expenditure	Depreciated Value	Your Estimate (if provided)	Final Depreciated Value
Furniture, Machinery, Signs & Leasehold	190,000	72,400	85,000	85,000
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Computer & Data Equipment	5,500	1,345	0	1,345
Passenger Vehicles & Trailers	0	0	0	0
Inventory (Merchandise and Supplies)	10,000	10,000	0	10,000
Other	40,000	27,600	0	27,600
TOTAL	247,000	112,395	85,000	124,995

Tarrant Appraisal District | 2500 Handley-Ederville Road | Fort Worth, TX 76118-6982 | 817-284-0024

Welcome | June, 10 2017 5:02 | 74.0°F

Add Property   Properties   Search   Search History   Forms   News   Calendar   Profile   Contact

ADD PROPERTY TO DASHBOARD

Account Number (8 digits)   Online PIN (case sensitive)   APPLY

Request an Online PIN

My Properties

Legend: 🏠 Residential | 🏢 Commercial | 🛒 Personal Property | ⛏ Mineral   Dashboard Search: [   ] Go
                                                                                              Reset

REMOVE

9999 MAIN ST ANYWHERE, TX 76666
Account: 99999999
Property Use: Personal Property Tangible Commercial
Current Owner(s): BUS OWNER
Agent: None

Market Value: $ 99,9999(Proposed)
Notice Sent:
Rendition on File: 2017-06-10 05:02:47

📖 TAD INTERACTIVE MAPS
📍 GOOGLE MAPS
📄 TC DEED SEARCH
🧮 TC TAX ESTIMATOR

VIEW PROPERTY   ACCOUNT CHANGE   VIEW RENDITION

Note: See Evidence under View Property