

THROCKMORTON CENTRAL APPRAISAL DISTRICT

Dede K Smith--Chief Appraiser

THROCKMORTON CAD'S POLICY ON COMMUNICATION IN ELECTRIC FORMAT

Sec. 1.085. Electronic Delivery of Communication

States (a-2) A tax official shall:

(1) establish a procedure that allows a property owner or a person designated by a property owner under Section 1.111(f) to make the election described by Subsection (a-1) of this section; and

(2) for electronic communications between the official and a property owner or the person designated by the owner who elects under Subsection (a-1) to exchange communications with the official electronically, specify:

- (A) the manner in which communications will be exchanged; and
- (B) the method that will be used to confirm the delivery of communications.

Throckmorton CAD procedure for electronic delivery of communication is as follows.

TCAD uses the comptroller's form to ask property owners or their agents to use electronic communication. Both the property owner and Chief Appraiser must agree to what form the electronic communication will be in. In the case of TCAD, it will be email. The CAD will require an email address for electronic communication to take place. Once the CAD has the information the CAD will enter into the system which accounts are asking for electronic communications and the accounts will remain that way until the owner/agent has rescinded the election of electronic communications.

The CAD will use electronic communications for all forms required by the CAD, all appraisal notices, tax statement, any communication used for the Appraisal Review Board. A digital signature is also allowed for any forms using electronic communications.

All delivery is timely according to Sec. 1.085 (d-1) The electronic delivery of a communication by a property owner or a person designated by a property owner under Section 1.111(f) to a tax official is timely if the communication is:

- (1) addressed to the correct delivery portal or electronic delivery system; and
- (2) received by the tax official's server on or before the date on which the communication is due.

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All emails must be kept up to date for any electronic communications according to

Sec. 1.085(i) A property owner or a person designated by the property owner under Section 1.111(f) who elects to exchange communications electronically with a tax official under this section and who has not rescinded the election shall notify the tax official of a change in the e-mail address provided by the property owner or person designated by the owner before the first April 1 that occurs following the change. If notification is not received by the tax official before that date, until notification is received, any communications delivered electronically to the property owner or person designated by the owner are considered to be timely delivered.

TCAD will not charge for any electronic communications.