## CITY OF EL PASO, TEXAS AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

**DEPARTMENT:** Tax Department

AGENDA DATE: August 6, 2019

CONTACT PERSON NAME AND PHONE NUMBER: Maria Pasillas, Tax Assessor Collector, 212-1737

DISTRICT(S) AFFECTED: All

#### **SUBJECT:**

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve property tax overpayment refunds, greater than \$2,500.00

#### BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

This action would allow us to comply with state law which requires approval by the legislative body, of refunds of tax overpayments, greater than \$2,500.00.

#### PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Council has considered this previously on a routine basis.

#### AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A	
BOARD / COMMISSION ACTION: Enter appropriate comments or N/A	

**DEPARTMENT HEAD:** 

N/A

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

### TAX REFUNDS August 6, 2019

Sierra Title Company, Inc., in the amount of \$3,277.42, made an overpayment on October 30, 2018 of 2018 taxes. (Geo. #G56999907007600)
PTS Texas Title Inc., in the amount of \$2,818.29, made an overpayment on December 8, 2018 of 2018 taxes. (Geo. #S54300000301400)
Llava O. fasillas
Laura D. Prine Maria O. Pasillas, RTA
City Clerk Tax Assessor Collector



JUL 15 2019

## MARIA O. PĀSILLAS, RTA CITY OF EL PASO TAX ASSESSOR COLLECTOR 221 N. KANSAS, STE 300 EL PASO, TX 79901 PH: (915) 212-0106 FAX: (915) 212-0107 www.elpasotexas.gov/tax-office

Geo No. Prop ID G569-999-0700-7600 171207

Legal Description of the Property

70 GOVERNMENT HILL 28 & 29 (7000 SQ FT)

4308 LA LUZ AVE SIERRA TITLE COMPANY

5001 N MESA STE 2 C EL PASO, TX 79912

OWNER: MONTELONGO ANTONIO JR & 1

2018 OVERAGE AMOUNT \$3,277.42

1: CITY OF EL PASO, 3: EL PASO (SD, 6: COUNTY OF EL PASO, 7: EL PASO COMMUNITY COLLEGE, 8: UNIVERSITY MEDICAL CENTER OF EL PASO

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

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Step 2. Provide payment information.								
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for all cash payments you made		TOTA	L AMOUNT PAID (sum o	f the above amounts				
Step 3. Provide reason for	Pleas	e check one of the follow	ring					
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years that you intended to pay		I overpaid this account	Please refund the excess to	the address listed in S	ep 1.			
with this overage.		I want this payment app	plied to next year's taxes.					
		This payment should have been applied to other tax account(s) and/or year(s), escrow (listed below):						
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Print Date: 06/13/2019

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# MARIA O. PASILLAS, RTA CITY OF EL PASO TAX ASSESSOR COLLECTOR 221 N. KANSAS, STE 300 EL PASO, TX 79901

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PH: (915) 212-0106 FAX: (915) 212-0107 www.elpasotexas.gov/tax-qffice

PTS TEXAS TITLE 6404 INTERNATIONAL PARKWAY SUITE 2050 PLANO, TX 75093

Legal Description of the Property 3 SOMBRAS DE MISIONES LOT 14 (5089.00 SQ FT)

10441 MADISON LEE DR

S543-000-0030-1400

Geo No

OWNER: DEUTSCHE BANK NATIONAL TRUST

2018 OVERAGE AMOUNT \$2,818.29

4: CITY OF SOCORRO, 6: COUNTY OF EL PASO, 7: EL PASO COMMUNITY COLLEGE, 8: UNIVERSITY MEDICAL CENTER OF EL PASO, 9. SOCORRO ISD, 25: LWR VALLEY WTR DISTRICT, 27: EMERG. SERVICES DIST. #2

Dear Taxpayer:

Our records indicate that an overpayment exists on the property tax account listed above as of the date of this letter. If you paid the taxes on this account and believe you are entitled to a refund, please complete the application below, sign it, and return it-to our office. If the taxes were paid by your mortgage/title company or any other party, you must obtain a written letter of release in order for the refund to be issued in your name. If you did not make the payment(s) on this account, please forward this letter to the person who paid these taxes. You may also request the transfer of this overpayment to other tax accounts and/or tax years in the space provided or by attaching an additional sheet if necessary. Your application for refund must be submitted within three years from the date of the overpayment, or you waive the right to the refund (Sec. 31.11c). Governing body approval is required for refunds in excess of \$2500.

APPLICATION FOR PROPER	TY TAX REFUND: This application must be completed, signed, a	and submitted with suppo	orting documentation to be valid.							
Step 1. Identify the refund	Who should the refund be issued to:									
recipient. Show information for	Name: OTS TEXAS TITLE INC									
whomever will be receiving	Address: 6404 INTERNATIONAL PAR	KWAY STE	= 2050							
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Step 4. Sign the form. Unsigned applications cannot be processed.	By signing below, I hereby apply for the refund of the above have given on this form is true and correct. ( If you make a figuilty of a Class A misdemeanor or a state jail felony under	false statement on this	application, you could be found							
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Print Date: 06/13/2019

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Remittance Detail  Account No.	Tax Unit	Year	Rec Type	Applied Amount	Levy	Discount	Penalty &	Attorney Fees	Refund
S54300000301400	04	2018	TL	\$330.46	\$330.46	\$0.00	\$0.00	50.00	\$0.00
S54300000301400	06	2018	π	\$187.72	\$187.72	\$0.00	\$0.00	\$0.00	\$0.00
S54300000301400	07	2018	TL	\$61.61	\$61.61	\$0.00	\$0.00	\$0.00	\$0.00
S54300000301400	08	2018	TL	\$110.65	\$110.65	\$0.00	\$0.00	\$0.00	\$0.00
S54300000301400	09	2018	TL	\$468.27	\$468.27	\$0.00	\$0.00	\$0.00	\$0.00
S54300000301400	25	2018	TL	\$70.78	\$70.78	\$0.00	\$0.00	\$0.00	\$0.00
S54300000301400	27	2018	π	539.90	\$39 90	\$0.00	\$0.00	\$0.00	\$0.00
\$54300000301400	8001	2018	TL	\$2,818.29	\$0.00	\$0.00	\$0.00	\$0.00	\$2,818.29
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