

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

DEPARTMENT: Tax Department

AGENDA DATE: October 18, 2016

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

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: #6 Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

Discussion and action on a Resolution that the City finds that Patrick and Patricia Graham through Sierra Title fka Lawyers Title of El Paso showed a good cause to extend the deadline to apply for a refund of the overpayment of the 2011 property taxes and the tax refund in the amount of \$19.98 is approved.

BACKGROUND / DISCUSSION:

A citizen has applied for a tax refund due to overpayment on December 19, 2011. The Property Tax Code states that the Tax Collector may issue a refund "within 3 years of the date of the payment" but that "the governing body of the taxing unit may extend the deadline for a single period not to exceed 2 years on a showing of good cause by the taxpayer.

PRIOR COUNCIL ACTION:

September 20, 2016

AMOUNT AND SOURCE OF FUNDING:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

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

RESOLUTION

WHEREAS, pursuant to Section 31.11 (c) of the Texas Code an application for a refund must be made within three (3) years after the date of the payment or the taxpayer waives the right to the refund; and

WHEREAS, pursuant to Section 31.11 (c-1) the governing body of the taxing unit may extend the deadline for a single period not to exceed two years on a showing of good cause by the taxpayer; and

WHEREAS, taxpayer, Patrick and Patricia Graham through Sierra Title fka Lawyers Title of El Paso ("Taxpayer") has applied for a refund with the tax assessor for their 2011 property taxes that were overpaid on December 19, 2011 in the amount of \$19.98 for all taxing entities; and

WHEREAS, City Council may extend the deadline for the Taxpayer's application for the overpayment of the 2011 taxes for a period not to exceed two years on a showing of good cause by the taxpayer; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

THAT the City finds that Patrick and Patricia Graham through Sierra Title fka Lawyers Title of El Paso showed a good cause to extend the deadline to apply for a refund of the overpayment of the 2011 taxes and the tax refund in the amount of \$19.98 is approved.

ADOPTED this _____ day of _____, 2016.

CITY OF EL PASO

Oscar Leeser
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Sol M. Cortez

Sol M. Cortez
Assistant City Attorney

APPROVED AS TO CONTENT:

Maria O. Pasillas

Maria O. Pasillas, RTA
Tax Assessor/Collector



CITY TAX OFFICE JUN 20 2016

MARIA O. PASILLAS, 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

GA# 1124001004

LAWYERS TITLE OF EL PASO
780 N. RESLER, STE B
EL PASO, TX 79912

O.P. ✓

Geo No. T123-999-0010-0600	Prop ID 29747
Legal Description of the Property 1 TENNIS NORTH LOT 6 (16620.94 SQ FT) 5309 CORY DR	
OWNER: ROBLES SALVADOR JR	

2011 OVERAGE AMOUNT \$19.98 ✓

1: CITY OF EL PASO, 3: EL PASO ISD, 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.

APPLICATION FOR PROPERTY TAX REFUND

24804239

Step 1. Identify the refund recipient. Show information for whomever will be receiving the refund.	Who should the refund be issued to:			
	Name:	PATRICK & PATRICIA GRAHAM		
Step 2. Provide payment information. Please attach copies of cancelled checks, bank statement or original receipts for all cash payments you made.	Address:	1020 SOUTH MESA HILLS, APT. 4504 ✓		
	City, State, Zip:	EL PASO, TEXAS 79912		
	Daytime Phone No.:			
	E-Mail Address:			
Step 3. Provide reason for this refund. Please list any accounts and/or years that you intended to pay with this overage.	Payment made by:	Check No.	Date Paid	Amount Paid
	LAWYERS TITLE OF EL PASO	99065	12/16/2011	\$9645.91
	TOTAL AMOUNT PAID (sum of the above amounts)			
Step 4. Sign the form. Unsigned applications cannot be processed.	Please check one of the following:			
	<input type="checkbox"/> I paid this account in error and I am entitled to the refund.			
	<input checked="" type="checkbox"/> I overpaid this account. Please refund the excess to the address listed in Step 1. ✓			
	<input type="checkbox"/> I want this payment applied to next year's taxes.			
This payment should have been applied to other tax account(s) and/or year(s), escrow (listed below):				
By signing below, I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct. (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 the Texas Penal Code, Sec. 37.10.)		SIGNATURE OF REQUESTOR (REQUIRED)		PRINTED NAME & DATE
				Sandra Alvarado 8/29/16 ✓
TAX OFFICE USE ONLY: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		By:		Date: 08/18/16 ✓

v52.1.4

RCVD POP ON

CITY TAX OFFICE

AUG 17 2016

Print Date: 06/15/2016
8/23/16



INTERNAL AUDIT OFFICE

Mayor
Oscar Leoser

City Council

District 1
Peter Svarzbein

District 2
Jim Tolbert

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Claudia Ordaz

District 7
Lily Limón

District 8
Cortney C. Nlland

City Manager
Tommy Gonzalez

DATE: September 15, 2016
TO: Maria O. Pasillas, Tax Assessor/Collector
FROM: Edmundo S. Calderon, CIA, CGAP, CRMA, Chief Internal Auditor *ES*
SUBJECT: Review of Tax Overpayment Refunds that Exceed Three Years

At the request of the Consolidated Tax Office, the following Tax Overpayment Refunds that exceed a three year period were reviewed:

DAVID AND SHELLY MANSFIELD	U819-999-008C-0620	\$	32.58
PATRICK AND PATRICIA GRAHAM	T123-999-0010-0600	\$	19.98
CESAR ORTEGA	F609-999-0380-0200	\$	50.97
RAUL AND MAGNOLIA HERNANDEZ	S884-999-0010-8900	\$	49.26
ANITA PALLADINO	M851-999-0530-7500	\$	70.01
ANTONIO DE LA ROSA AND NADA DE LA ROSA	L211-999-0010-1000	\$	55.83
ARMANDO RUBIO	W813-999-0220-0100	\$	258.24
ROMA HOMES INC.	S138-999-0210-1900	\$	31.09
CAROL B. CANTRELL REVOCABLE LIVING	C518-999-0710-3300	\$	3,784.80
DULCE M. MONTANO	R579-999-0020-1400	\$	56.61
LONE STAR TITLE	E750-999-0010-0400	\$	27.00
LONE STAR TITLE	D761-999-0010-5200	\$	8.64
MICHAEL CHUNAY	F607-999-0970-7100	\$	1,936.10
CHASE	M815-999-0010-1900	\$	212.41
CHASE	L356-999-0010-3100	\$	25.47
CHASE	R576-999-0187-2100	\$	715.11
CHASE	R220-000-0030-1800	\$	218.30
LONE STAR TITLE	R220-000-0250-0500	\$	265.62
LONE STAR TITLE	E750-999-0030-0200	\$	26.37
LONE STAR TITLE	T266-999-0000-6000	\$	372.87
LONE STAR TITLE	S533-000-0060-09A1	\$	176.01
LONE STAR TITLE	V088-999-0030-2100	\$	290.00
LONE STAR TITLE	T287-999-1420-3600	\$	19.71

The Internal Audit Office reviewed the refund applications, copy of cancelled checks or proof of payments. Attached is a list of days from the date the completed application was received by the Tax Office and sent to the Internal Audit Office for review. The Tax Office is taking from 15 to 28 days to process the applications received and send for review.

Based on our review, the Tax Overpayment Refunds that exceed a three year period were determined to be appropriate to be sent to City Council for approval pursuant to Section 31.11 (c-1) of the Texas Code.

cc: Tommy Gonzalez, City Manager
Mark Sutter, Chief Financial Officer

Edmundo S. Calderón – Chief Internal Auditor
City 2 | 218 N. Campbell | El Paso, Texas 79950 | (915) 212-0069

"Delivering Outstanding Services"