

**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 Sierra Title Company, Inc. showed a good cause to extend the deadline to apply for a refund of the overpayment of the 2012 property taxes and the tax refund in the amount of \$87.23 is approved.

**BACKGROUND / DISCUSSION:**

A citizen has applied for a tax refund due to overpayment on March 28, 2013. 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

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

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(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, Sierra Title Company, Inc. ("Taxpayer") has applied for a refund with the tax assessor for their 2012 property taxes that were overpaid on March 28, 2013 in the amount of \$87.23 for all taxing entities; and

**WHEREAS**, City Council may extend the deadline for the Taxpayer's application for the overpayment of the 2012 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 Sierra Title Company, Inc. showed a good cause to extend the deadline to apply for a refund of the overpayment of the 2012 taxes and the tax refund in the amount of \$87.23 is approved.

**ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.**

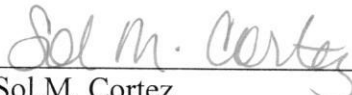
**CITY OF EL PASO**

\_\_\_\_\_  
Oscar Leeser  
Mayor

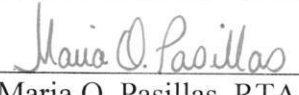
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Sol M. Cortez  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Maria O. Pasillas, RTA  
Tax Assessor/Collector



3116 AUG 18 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

218960

SIERRA TITLE COMPANY  
1635 LEE TREVINO, SUITE B-1  
EL PASO, TX 79936

OP ✓

Geo No. S138-999-0290-0600	Prop ID 412021
Legal Description of the Property 29 SANDSTONE RANCH ESTATES #3 LOT 6 (6209.79 SQ FT)	
5373 JOSE DURAN LN	
OWNER: CASTANEDA JENNIFER Y	

2012 OVERAGE AMOUNT \$87.23 ✓

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.

2-23883421

APPLICATION FOR PROPERTY TAX REFUND

<b>Step 1. Identify the refund recipient.</b> Show information for whomever will be receiving the refund.	Who should the refund be issued to:			
	Name: <u>Sierra Title Company</u>			
	Address: <u>1600 N Lee Trevino Ste B-1</u> ✓			
	City, State, Zip <u>El Paso, Tx 79936</u>			
<b>Step 2. Provide payment information.</b> Please attach copies of cancelled checks, bank statement or original receipts for all cash payments you made.	Daytime Phone No.:	<u>593-7200</u>	E-Mail Address:	<u>wbautista@sierratitle.com</u>
	Payment made by:	Check No.	Date Paid	Amount Paid
	<u>Sierra Title Company</u>	<u>53594</u>	<u>3/27/13</u>	<u>\$4,841.41</u>
	TOTAL AMOUNT PAID (sum of the above amounts)			<u>\$4,841.41</u>
<b>Step 3. Provide reason for this refund.</b> Please list any accounts and/or years that you intended to pay with this overage.	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.			
<b>Step 4. Sign the form.</b> Unsigned applications cannot be processed.	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. )		PRINTED NAME & DATE	
	SIGNATURE OF REQUESTOR (REQUIRED) <u>Guillermo Bautista</u>		<u>Guillermo Bautista 8-18-16</u> ✓	
TAX OFFICE USE ONLY: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied By: <u>[Signature]</u> Date: <u>08/31/16</u> ✓				

This application must be completed, signed, and submitted with supporting documentation to be valid.

9-7-16



## INTERNAL AUDIT OFFICE

**Mayor**  
Oscar Leeser

**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. Niland

**City Manager**  
Tommy Gonzalez

**DATE:** September 29, 2016  
**TO:** Maria O. Pasillas, Tax Assessor/Collector  
**FROM:** Edmundo S. Calderon, CIA, CGAP, CRMA, Chief Internal Auditor   
**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:

RONALDO AND PAULINE M BRIONES	M576-999-0200-7000	\$	614.94
RAUL A MENDOZA	M238-999-0010-0200	\$	231.27
BANK OF AMERICA/CORELOGIC	N229-999-0070-2900	\$	22.25
PARADISE SETTLEMENT SERVICES	V897-999-051A-2100	\$	622.12
PARADISE SETTLEMENT SERVICES	D346-999-0050-3700	\$	21.45
OCWEN LOAN SERVICING	V869-000-0020-2500	\$	5.89
OCWEN LOAN SERVICING	H540-999-0020-2500	\$	20.00
LONE STAR TITLE COMPANY OF EL PASO	V430-999-0020-7300	\$	37.63
SIERRA TITLE COMPANY	S075-000-0050-06B0	\$	30.60
SIERRA TITLE COMPANY	S138-999-0290-0600	\$	87.23

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 17 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 Tax 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”*