



TARRANT COUNTY TAX OFFICE

100 E. Weatherford, Room 105 • Fort Worth, Texas 76196-0301 • 817-884-1100
taxoffice@tarrantcounty.com

RON WRIGHT
Tax Assessor-Collector

April 11, 2011

Mr. Peter Phillis
Finance Director
1200 E Broad St
Mansfield, TX 76063

Dear Mr. Phillis,

It is time to renew our contract for property tax collection. As you are no doubt aware, the tax office conducts a thorough review of its collection costs every few years. The last was five years ago, resulting in an increase of the collection fee to \$0.65 per account or parcel. We recently completed another cost review, and, as a result, the collection fee will increase this year to \$0.90 per account.

State law requires that I charge taxing entities my actual costs for tax collection.

Enclosed are two original renewal contracts for the assessment and collection of your ad valorem taxes by Tarrant County for the tax year 2012. After the contracts have been signed, please return **BOTH** copies to my office to the attention of Sheila Moore, Entity Liaison. I will mail a fully executed contract to you after the Commissioner's Court has made formal approval of the contract. This will be at the end of September, so the contract will be returned in October. If you require more than one original, please make a copy of the contract and mail all three back to my office. In order to have your contract in place prior to the upcoming tax season, I would ask that you have the properly executed contract returned to me no later than **July 31, 2012**.

In addition to your 2012 contract, I am enclosing an attorney confirmation form. Please fill out the requested information, sign and return to my office along with the collection contracts.

You will be invoiced for your collection commission by January 31, 2013 with payment due no later than February 28, 2013.

The time for rate calculations is rapidly approaching and many of you are already in budget preparations. Please remember the importance of getting the rate and exemption information to us prior to the **September 14th** rate submission deadline. My office will provide more information on this requirement in the near future.

If you have questions, please contact my Entity Liaison, Sheila Moore, at 817-884-1526, or you may contact me at 817-884-1106 or by e-mail rjwright@tarrantcounty.com.

Sincerely,

A handwritten signature in cursive script that reads "Ron Wright".

Ron Wright,
Tax Assessor Collector
Tarrant County