

# CHIEF APPRAISER'S GUIDELINES

## 2008 FREEPORT EXEMPTION APPLICATION

### BEXAR APPRAISAL DISTRICT

Dear Freeport Applicant:

The purpose of the Chief Appraiser's Guidelines and its companion Freeport Exemption Application is to simplify, clarify, and expedite the Freeport Exemption process and to improve the quality of the Application entries and supporting source documentation.

**TEXAS LAW:** The basic law is that all property is taxable according to its market value. However, various exemptions have been legislated with subsequent voter approval to amend the Constitution, including the "Exemption for Goods Exported from Texas" under certain conditions and referred to as the "Freeport Exemption".

**CONDITIONS:** The basic conditions applicable to the Freeport Exemption are as follow:

1. The Freeport Exemption Application must be filed each year between **January 1** and **April 30**.  
A late application may be filed the day before the appraisal review board approves appraisal records for the year. Approval usually occurs in **JULY**. If the application is approved, the property owner is liable to each taxing unit for a penalty in an amount equal to 10% of the difference between the amount of tax imposed by the taxing unit on the Freeport goods and the amount that would otherwise have been imposed.
2. The Freeport Exemption applies only in Taxing Units, which by resolution, approved implementation of the exemption. The Taxing Units which have approved the exemption, along with those that have not, are shown in the endnote.<sup>1</sup>
3. The Freeport Exemption applies only to inventory other than oil, natural gas, and other petroleum or derivatives.
4. Eligible inventory must be transported to destinations outside of Texas not later than 175 days after the date acquired or imported into Texas.
5. Freeport eligible inventory includes property detained in Texas for assembling, storing, manufacturing, processing, or fabricating purposes.
6. Freeport Exemption Applications will be acted on by the Chief Appraiser as the law and facts warrant. The Chief Appraiser can: (1) approve the exemption value claimed, (2) modify and approve the modified exemption value, (3) disapprove the exemption and request additional information, or (4) deny the exemption. The Chief Appraiser will provide written notice of the decision. If the property owner fails to deliver the information requested in a disapproval notice before the 31<sup>st</sup> day after the date the notice is delivered to the property owner or before the date the appraisal review board approves the appraisal records, whichever is later, the property owner forfeits the right to receive the exemption for that year. If the property owner delivers the information requested in the notice before the date the appraisal review board approves the appraisal records but not before the 31<sup>st</sup> day after the date the notice is delivered and the exemption is allowed, the property owner is liable to pay a penalty equal to 10% of the tax savings resulting from the exemption. The applicant may protest the Chief Appraiser's decision and be scheduled for a hearing with the Appraisal Review Board.

**APPLICATION:** The Bexar Appraisal District Application is an expanded version of the State of Texas Application published by the State Comptroller. The information required by the Texas Application is preceded by an asterisk (\*). The remainder has been added as a part of the documentation requested by the Chief Appraiser. The Application must be signed and all required entries completed to be approved.

**APPLICATION CALCULATIONS:** Each section of STEP 4 that relates to calculating the exemption is discussed below. The Freeport Exemption involves only inventory held in and shipped from Bexar County. Any reference to Sales or Cost of Goods Sold relates only to inventory. Sales of Services and Cost of Services or any other non-inventory entries in the Financial Statements must be excluded from all calculations.

1. STEP 4, Section A – This section determines whether or not your entire Inventory may be eligible for Freeport consideration. If it turns in 175 days or less, it is generally eligible. However, if the Inventory consists of Raw Materials, Work in Process, Finished Goods, Supplies, etc., there may be Inventory within one or more categories that does not turn in 175 days or less and this must be deducted along with all other non eligible Cost of Goods Sold from Inventory in STEP 4, Section B, Line 7a. If the Inventory as a whole turns in more than 175 days, documentation must be attached that shows the Cost of Inventory that was shipped out of Texas in 175 days or less from the date acquired.
2. STEP 4, Section B – This section is used to calculate a percentage of last year's Inventory represented by Freeport Goods. The calculations are generally self explanatory. However, STEP 4, Section B, Line 7a requires special attention. The slow moving Cost of Goods not eligible for Freeport includes non eligible components commingled with eligible components on manufactured or assembled Finished Goods shipped out of Texas. STEP 4, Section B, Line 7b involves all Inventory shipped to Texas destinations. In connection with STEP 4, Section B, as a whole, a breakdown summary of total Sales, Cost of Goods Sold, and Intracompany Transfers by destination state and foreign country is required. Substitute documentation may be submitted so long as it shows where the Inventory was shipped and the dollar amount involved.

3. STEP 4, Section C – The purpose of this section is to identify the current year Inventory that is eligible for the Freeport Exemption. The Cost of Inventory must be as of January 1 of the current year, or September 1 of the prior year if elected as valuation date. Any adjustments shown require documentation to explain them and must track to your Financial Statements.
4. STEP 4, Section D – This section is used to calculate the exemption claimed and the non-exempt remainder. It is self explanatory, using figures calculated in the previous steps.

**DOCUMENTATION:** As stated in the application instructions published by the Texas Comptroller, you are required to submit source documentation that is requested. The following source documentation is requested by the Chief Appraiser:

1. Audited Financial Statements with notes for the prior calendar year which includes the Balance Sheet, Operations Statement, and the Cost of Goods Sold statement if not included in the Operations Statement, if available, otherwise the closest substitute available that is consistent with Generally Accepted Accounting Principles (GAAP). This documentation must show Beginning Inventory, Ending Inventory, LIFO reserve (if applicable), and adjustments to Inventory, total Sales, and total Cost of Goods Sold, including calculations of the Cost of Goods Sold.
2. Sales, Cost of Sales, and Intracompany Transfers breakdown by dollar amount, destination state and foreign country, or any other documentation that shows your annual Inventory Sales and Cost of Inventory sales shipment pattern. The overall objective is to document the Cost of Goods Sold from Inventory that were shipped out of Texas within 175 days from the date acquired.

**RENDITION REQUIREMENT:** The Property Tax Code requires that all tangible personal property held to produce income be rendered each year. Attach the Freeport application and documentation to the completed rendition. Upon receipt, your claim will be processed and if Freeport is approved, the Inventory will be moved to an exempt Freeport Account for the tax year.

I urge you to submit your completed Rendition and Freeport Application with Documentation at the earliest possible date. Your cooperation is appreciated.

Sincerely,

***Patrick Romo***

Patrick Romo, Personal Property Manager  
For Chief Appraiser Michael A. Amezquita

| 1. Tax Units that <b>grant</b> Freeport Exemption  | Tax Units that <b>DO NOT</b> grant Freeport Exemption  |
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| 06 – Road & Flood<br>08 – San Antonio River Authority<br>10 – University Health System<br>11 – Bexar County<br>12 – Atascosa County<br>15 – Medina County<br>18 – Bandera County<br>21 – City of San Antonio<br>22 – City of Alamo Heights<br>23 – City of Balcones Heights<br>24 – City of Castle Hills<br>25 – City of China Grove<br>26 – City of Converse<br>27 – City of Elmendorf<br>28 – City of Grey Forest<br>29 – City of Hill Country Village<br>31 – City of Kirby<br>35 – City of Selma<br>36 – City of Shavano Park<br>37 – City of Somerset<br>38 – City of St. Hedwig<br>41 – City of Windcrest<br>43 – City of Schertz<br>50 – Alamo Heights ISD<br>54 – Judson ISD<br>57 – San Antonio ISD<br>61 – Boerne ISD<br>64 – Schertz / Cibolo ISD<br>75 – Bexar Co. Emergency Svc District # 6<br>76 – Bexar Co. Emergency Svc District # 5<br>77 – Bexar Co. Emergency Svc District # 7<br>78 – Bexar Co. Emergency Svc District # 3<br>79 – Bexar Co. Emergency Svc District # 2<br>84 – Bexar Co. Emergency Svc District # 1<br>100 – Bexar Co. Emergency Svc District # 4<br>101 – Bexar Co. Emergency Svc District # 8 | 09 – Alamo Community College District<br>30 – Town of Hollywood Park<br>32 – City of Leon Valley<br>33 – City of Live Oak<br>34 – City of Olmos Park<br>39 – City of Terrell Hills<br>40 – Universal City<br>42 – City of Helotes<br>45 – City of Fair Oaks Ranch<br>51 – East Central ISD<br>52 – Edgewood ISD<br>53 – Harlandale ISD<br>55 – North East ISD<br>56 – Northside ISD<br>58 – South San ISD<br>59 – Southside ISD<br>63 – Comal ISD<br>68 – Medina Valley ISD<br>72 – Somerset ISD<br>73 – Southwest ISD |