

**DEALER'S MOTOR VEHICLE INVENTORY DECLARATION- CONFIDENTIAL**

Send original to: <b>DALLAS CENTRAL APPRAISAL DISTRICT</b> P.O. Box 560767 Dallas, Texas 75356- 0767		Phone (214) 631- 7406 www.dallascad.org		
Send copy to: <b>DALLAS COUNTY TAX ASSESSOR- COLLECTOR</b> First Floor Records Bldg Dallas, Texas 75202- 3504		Phone (214) 653- 7076		
If you own an inventory subject to the provisions of Sec. 23.121, Tax Code, you must file this dealer's motor vehicle inventory declaration with the Chief Appraiser and a copy with the county tax assessor- collector not later than February 1 of each year. If you were not in business on January 1, you must file this statement not later than 30 days after starting business. Failure to file this form is a misdemeanor offense punishable by a fine not to exceed \$500. Each day during which you fail to comply is a separate offense.				
<b>Step 1:</b>  <b>Owner's name and address</b>	Owner's name			
	Current mailing address			
	City, State, Zip code		Phone no.	
	Person completing application		Title	
<b>Step 2:</b>  <b>Required information about the business</b>  Attach additional sheets, if necessary	Name of each business at one location			
	Address of this location (Street, Number, City, State and Zip code)			
	Owner's general distinguishing number(s) (GDN) issued by the Texas Department of Transportation			
<b>Step 3:</b>  <b>Information about the business</b>  Attach additional sheets, if necessary	Give appraisal district account number, if available, or attach tax bill or copy of appraisal or tax office correspondence concerning this account.		<b>Step 4:</b>  <b>Ownership statement</b>  <div style="text-align: center;">           _____            (Owner's name)         </div> is the owner of a dealer's motor vehicle inventory.	
	Starting date of business.			
<b>Step 5:</b>  <b>Breakdown of sales and sales amounts</b>	Breakdown of sales (number of units sold) for the previous 12-month period corresponding to the prior tax year. If you were not in business for the entire 12-month period, report the sales for the months you were in business.			
	Net motor vehicle inventory	Fleet sales	Dealer sales	Subsequent sales
	Breakdown of sales amounts for the previous 12-month period corresponding to the prior tax year. If you were not in business for the entire 12-month period, report the sales for the months you were in business.			
	\$	\$	\$	\$
<b>Step 6:</b>  <b>Market value of your Net Motor Vehicle Inventory</b>	State the market value of your net motor vehicle inventory for the current tax year, as computed under Sec. 23.121, Tax Code (total annual sales from the dealer's net motor vehicle inventory for the previous 12- month period corresponding to the prior tax year divided by 12 equals market value). If you were not in business for the entire 12- month period, report the number of months you were in business and the total number of sales for those months. The Chief Appraiser will determine your inventory's market value.			
	<div style="display: flex; justify-content: space-between;"> <div>           Dealer's Net Motor Vehicle Inventory Sales for Prior Year             \$ _____         </div> <div style="text-align: center;">           ÷ 12 = _____         </div> <div>           Market Value for Current Tax Year         </div> </div>			
<b>Step 7:</b>  <b>Sign the form</b>	Authorized Signature		Date	
	Email Address			
If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or state jail felony under Texas Penal Code 37.10.				

## INSTRUCTIONS FOR DEALER'S MOTOR VEHICLE INVENTORY DECLARATION

**Filing deadlines:** You must file this declaration not later than February 1 each year. If you were not in business for the entire year, you must file this declaration not later than 30 days after starting your business. You are presumed to have started business on the date you were issued a dealer's general distinguishing number. The Chief Appraiser, however, has discretion to designate a different starting date. Keep a copy of the completed declaration for your files and a blank copy for next year's filing.

**Filing places:** You must file the original completed declaration with the county appraisal district's Chief Appraiser. You must file a copy with the county tax assessor-collector. The addresses and phone numbers for both offices are on the front of the form.

**Filing penalties:** Failure to file this form is a misdemeanor offense punishable by a fine not to exceed \$500. Each day that you fail to comply is a separate offense. In addition, a tax lien attaches to your business personal property to secure the penalty's payment. The district attorney, criminal district attorney, county attorney, Chief Appraiser, or person designated by the Chief Appraiser shall collect the penalty, with action in the county in which you maintain your principal place of business or residence. You also will forfeit a penalty of \$1,000 for each month or part of a month in which this declaration is not filed.

**GDN Termination:** If you report fewer than five sales of motor vehicles, the Chief Appraiser must report this fact to the Texas Department of Transportation (TxDOT). TxDOT has authority to view this form in auditing dealer license compliance. TxDOT must initiate termination proceedings.

**Review of records:** The Chief Appraiser may examine your books and records for (1) the document issued by the Texas Department of Transportation for your general distinguishing number; (2) documents to determine if this declaration applies to you; and (3) sales records to check information on the declaration. To examine your records, the Chief Appraiser must deliver personally a written request to your records custodian. You have a least 15 days to respond to the request, or you may seek court action for relief from complying with the request. Failure to comply with the request is a misdemeanor punishable by a fine not to exceed \$500. Each day that you fail to comply is a separate violation.

**Step 1:** Owner's name and address. Give the corporate, sole proprietorship or partnership's name, including mailing address and telephone number of the actual business location required by the inventory declaration (not of the owner).

**Step 2:** Required information about the business. Give the name of the business if different from the corporation or individual's name. The address is the actual physical location of the business.

**Step 3:** Information about the business. Include your business' account number from the appraisal district's Notice of Appraised Value. Give the date your business opened.

**Step 4:** Ownership statement. Give the owner's name.

**Step 5:** Breakdown of sales and sales amounts. Complete the boxes on number of sales and sales amounts for the preceding year. The top row of boxes is the number of units sold in each category. The bottom row of the boxes is the dollar amount sold in each category. The categories include:

**Motor vehicle inventory-** sales of motor vehicles. A motor vehicle is a fully self-propelled vehicle with at least two wheels which has the primary purpose of transporting people or property and includes a towable recreational vehicle. Motor vehicle does not include equipment or machinery designed and intended for a specific work-related purpose other than transporting people or property.

**Fleet sales-** motor vehicles included in the sale of five or more motor vehicles from your inventory to the same buyer within one calendar year.

**Dealer sales-** sales of vehicles to another Texas dealer or a dealer who is legally recognized in another state as a motor vehicle dealer.

**Subsequent sales-** dealer-financed sales of motor vehicles that at the time of sale, have dealer financing from your motor vehicle inventory in this same calendar year. The first sale of a dealer-financed vehicle is reported as a motor vehicle inventory sale, with sale of this same vehicle later in the year classified as a subsequent sale.

**Net motor vehicle inventory-** motor vehicle inventory less fleet sales, dealer sales and subsequent sales.

**Step 6:** Market value of your net motor vehicle inventory. Enter the dollar sales amount in the net motor vehicle inventory breakdown (see Step 5, the first box in the second row) and divide by 12 to yield your market value for this tax year. If you were not in business for the entire preceding year, the Chief Appraiser will determine your inventory's market value using the sales information that you report in Step 5.

**Step 7:** Sign the form. If you are the person completing this declaration, sign and date the form.

# DEALER'S MOTOR VEHICLE INVENTORY TAX STATEMENT- CONFIDENTIAL

Month & Year \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Send original to: DALLAS CENTRAL APPRAISAL DISTRICT  
P.O. Box 560767  
Dallas, Texas 75356- 0767  
Phone (214) 631- 7406  
www.dallascad.org

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First Floor Records Bldg  
Dallas, Texas 75202- 3504  
Phone (214) 653- 7076

<b>Step 1:</b>  <b>Owner's name and address</b>	Owner's name		Owner's phone no.		<b>Step 2:</b>  <b>Information about the business</b>	Give appraisal district account number, if available, or attach tax bill or copy of appraisal or tax office correspondence concerning your account. If unavailable, give the street address at which the property is located. Name of each business		
	Current mailing address					Account number		
	City, State, Zip code					Inventory location (Number, Street, City, Zip)		
	Person completing statement		Title					
<b>Step 3:</b>  <b>Provide the following information about each vehicle sold during the reporting month.</b>  Continue on additional sheets as needed	Description of vehicle sold				<b>Purchaser's Name</b>	<b>Type of sale<sup>1</sup></b>	<b>Sales Price<sup>2</sup></b>	<b>\$Unit Property Tax<sup>3</sup></b> (See footnotes on back)
	Date of Sale	Model Year	Make	Vehicle Identification Number				

Unit property tax factor used \_\_\_\_\_ Your general distinguishing number(s) (GDN) \_\_\_\_\_ Total for this page only \_\_\_\_\_

\_\_\_\_\_ Total Unit Property Tax This Month<sup>4</sup> \_\_\_\_\_  
(See footnote on back)

<b>Step 4:</b>  <b>Total Sales</b>  <b>Show only on last page</b>	Breakdown of sales (number of units sold) for this month			
	Net motor vehicle inventory	Fleet Sales	Dealer Sales	Subsequent Sales
	Breakdown of sales amounts for this month			
Net motor vehicle inventory	Fleet Sales	Dealer Sales	Subsequent Sales	
\$	\$	\$	\$	

<b>Step 5:</b>  <b>Sign and date on last page only.</b>		
	Signature	Date
	Email Address  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 Texas Penal Code, Section 37.10.	

(over for instructions)

## INSTRUCTIONS FOR DEALER'S MOTOR VEHICLE INVENTORY TAX STATEMENT

If you are an owner of an inventory subject to Sec. 23.121, Tax Code, you must file this dealer's motor vehicle inventory tax statement as required by Sec. 23.122.

**Filing deadlines:** You must file this statement on or before the 10th day of each month. If you were not in business for the entire year, you must file this statement each month after your business opens, but do not include any tax payment until the beginning of the next calendar year. You are presumed to have started business on the date you were issued a dealer's general distinguishing number. However, the Chief Appraiser has sole discretion to designate a different starting date. If your dealership was the purchase of an existing dealership and you have a written contract with the prior owner to pay the current year motor vehicle inventory taxes owed, you must notify the Chief Appraiser and the county tax assessor-collector of this contract and continue to pay the monthly tax payment. Keep a copy of the completed statement for your files and a blank copy of the form for each month's filing.

**Filing places:** You must file the original completed statement with the county appraisal district's Chief Appraiser. You must file a copy of the original statement with your monthly tax payment with the county tax assessor-collector. The addresses and phone numbers for both offices are on the front of the form. The Texas Department of Transportation has authority to view this form in auditing dealer license compliance.

**Filing penalties:** Late filing incurs a penalty of five percent of the amount due. If the amount is not paid within 10 days after the due date, the penalty increases an additional five percent of the amount due. Failure to file this form is a misdemeanor offense punishable by a fine not to exceed \$100. Each day that you fail to comply is a separate offense. In addition, a tax lien attaches to your business personal property to secure the penalty's payment. The district attorney, criminal district attorney, county attorney, collector, or person designated by the collector shall collect the penalty, with action in the county in which you maintain your principal place of business or residence. You also will forfeit a penalty of \$500 for each month or part of a month in which this statement is not filed after it is due.

**Annual property tax bill:** You will receive a separate tax bill(s) for your motor vehicle inventory for each taxing unit that taxes your property, usually in October. The county tax assessor-collector also will receive a copy of the tax bill(s) and will pay each taxing unit from your escrow account. If your escrow account is not sufficient to pay the taxes owed, the county tax assessor-collector will send you a tax receipt for the partial payment and a tax bill for the amount of the deficiency. You must send to the county tax assessor-collector the balance of total tax owed. You may not withdraw funds from your escrow account.

**Step 1: Owner's name and address.** Give the corporate, sole proprietorship or partnership's name, including mailing address and telephone number of the actual business location required on the monthly statement (not of the owner). Give the person's name and title that completed the statement.

**Step 2: Information about the business.** Give the address of the actual physical location of the business. Include your business' name and the account number from the appraisal district's notices.

**Step 3: Information on each vehicle sold during the reporting month.** Complete the information on each motor vehicle sold, including the date of sale, model year, model make, vehicle identification number, purchaser's name, type of sale, sales price and unit property tax. The footnotes include:

**1 Type of Sale:** Place one of the following codes by each sale reported:

**MW-motor vehicle inventory-** sales of motor vehicles. A motor vehicle is a fully self-propelled vehicle with at least two wheels which has the primary purpose of transporting people or property and includes a towable recreational vehicle. Motor vehicle does not include equipment or machinery designed and intended for a specific work-related purpose other than transporting people or property. Only this type of sale has a unit property tax value (see below).

**FL-fleet sales-** motor vehicles included in the sale of five or more motor vehicles from your inventory to the same buyer within one calendar year.

**DL-dealer sales-** sales of vehicles to another Texas dealer or a dealer who is legally recognized in another state as a motor vehicle dealer.

**SS-subsequent sales-** dealer-financed sales of motor vehicles that, at the time of sale, have dealer financing from your motor vehicle inventory in this same calendar year. The first sale of a dealer-financed vehicle is reported as a motor vehicle inventory sale, with sale of this same vehicle later in the year classified as a subsequent sale.

**2 Sales Price:** The price as set forth on the Application for Certificate of Title, or would appear if that form was used.

**3 Unit Property Tax:** To compute, multiply the sales price by the unit property tax factor. For fleet, dealer and subsequent sales that are not included in the net motor vehicle inventory, the unit property tax is \$0. The unit property tax factor is the county aggregate tax rate divided by 12 and then by \$100. Calculate your aggregate tax rate by adding the property tax rates for all taxing units in which the inventory is located. Use the property tax rates for the year preceding the year in which the vehicle is sold. If the county aggregate tax rate is expressed in dollars per \$100 of valuation, divide by \$100 and then divide by 12. Dividing the aggregate rate by 12 yields a monthly tax rate and by \$100, a rate per \$1 of sales price.

**4 Total Unit Property Tax This Month:** Enter only on last page of monthly statement.

**Step 4: Total sales.** Provide totals on last page of monthly statement of the number of units and the sales amounts for vehicles sold in each category.

**Step 5: Sign the form.** If you are the person completing this statement, sign and date on last page only.