

PATSY SCHULTZ, RTA
FORT BEND COUNTY TAX ASSESSOR/COLLECTOR

INSTRUCTIONS FOR WAIVER OF PENALTY AND INTEREST

The Tax Office will NOT recommend waiver when Section 33.011 (d) of the Property Tax Code becomes effective. Section 33.011 (d) of the Tax Code states, “A request for a waiver of penalties and interest under this section must be made before the 181st day after the delinquency date.”

The Fort Bend County Tax Office is governed by the laws set forth by the legislators of the State of Texas—only policies and procedures are set by this office, which adhere to these laws.

The procedures the taxpayer must follow are:

1. **The account must be paid in full** (includes penalty and interest and attorney fees).
2. In writing, request to be placed on Commissioner’s Court agenda to present your case. *Account number, legal description, year(s) in question, current mailing address, and phone number must be included on your request*
3. Mail request to:
County Judge Robert E. Hebert
301 Jackson, Suite 719
Richmond, Texas 77469
4. The Judge’s office will notify you of when you are scheduled to appear before Commissioner’s Court.
5. **It is up to the taxpayer to show substantial proof that an error was made by the TaxOffice or the Central Appraisal District and that penalty and interest should be waived.**
6. The Tax Office, upon completion of researching the account(s) in question, will mail you a copy of the findings as submitted to Commissioner’s Court.
7. If Commissioner’s Court waives the penalty and interest a refund will be issued.

***NOTE: The Fort Bend County Tax Office records are open to the public. Our Research Department is open on Mondays from 7:00 AM to 6:00 PM and Tuesdays thru Fridays from 8:00 AM to 4:30 PM. For extensive research, please call the Tax Office for an appointment. The phone number is 281-341-3710. Our address is 1317 Eugene Heimann Circle, Richmond, TX 77469