

S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13528 • AUSTIN, TX 78711-3528



July 7, 2010

Dear Agreement Holder:

As noted in earlier letters, the due date for companies to return the *Biennial Progress Report Form* to the school districts is **July 15** and school districts are required to forward that report to our office by **Aug. 15**. Additionally, the school district should send the *Biennial School District Cost Data Request* to our office by **Aug. 15**. The *Annual Eligibility Report Form* is a separate form and should be retained by the school districts.

The reporting requirements apply to each 313 agreement and are required by the Texas Administrative Code. If the agreement is terminated or the project will not move forward, please notify our office. To access the adopted rules and to download the forms, please go to www.window.state.tx.us/taxinfo/proptax/hb1200/index.html.

You may send questions to chapter313@cpa.state.tx.us or contact Jenny Hicks in our Local Government Assistance division at (800) 531-5441, ext. 34794. Thank you for your assistance with this important task; your efforts will assist the Texas legislature when it convenes in January 2011.

Sincerely,

Robert Wood
Director of Local Government Assistance and Economic Development

cc: Jenny Hicks