

**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> 500 Elm St 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>  Owner's name and address	Owner's name		
	Current mailing address		
	City, State, Zip code	Phone no.	
	Person completing application	Title	

<b>Step 2:</b>  Required information about the business  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> Information about the business  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> Ownership statement	_____ (Owner's name) is the owner of a dealer's motor vehicle inventory.
	<b>Starting date of business.</b>		

<b>Step 5:</b> Breakdown of sales and sales amounts	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> Market value of your Net Motor Vehicle Inventory	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.		
	Dealer's Net Motor Vehicle Inventory Sales for Prior Year  \$ _____	÷ 12 =	Market Value for Current Tax Year  _____

<b>Step 7:</b> Sign the form	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.