



LEON COUNTY TAX ASSESSOR/COLLECTOR

Robin Shafer, PCAC

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INSTRUCTIONS FOR WAIVER OF PENALTY AND INTEREST PER SECTION 33.011 OF THE TEXAS PROPERTY TAX CODE

1. **The account must be paid in full** (includes penalty, interest and collection fees), within 21 days of knowing of the delinquency before a request for waiver of penalty, interest and collection fees would be considered by Commissioners Court.
2. The taxpayer must issue a written request for waiver of penalty, interest and collection fees to:

County Judge, Byron Ryder
P.O. Box 429
Centerville, TX 75833
3. The request must include: Account number, legal description, year(s) in question, plus the taxpayer's current mailing address and telephone number.

It is up to the taxpayer to provide substantial proof that an error was made by the Tax Office, the Central Appraisal District or any other provision in Section 33.011 of the Texas Property Tax Code to allow the waiver of penalty, interest or collection fees.

YOUR WRITTEN REQUEST, INCLUDING ALL SUBMITTED DOCUMENTATION, WILL BECOME PART OF THE PUBLIC RECORDS OF COMMISSIONERS COURT FOR THE MEETING AT WHICH YOUR REQUEST IS CONSIDERED.

4. The County Judge's office will notify you of when you are scheduled to appear before Commissioner's Court.

***NOTE: The Leon County Tax Office records are open to the public. Our office is open from 8:00 AM to 5:00 PM, Monday thru Friday. For extensive research, please call the Tax Office. The phone number is (903) 536-2543.