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|  | LEON COUNTY TAX ASSESSOR/COLLECTOR |
| VICTORIA WILLIS |
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| P.O. Box 37, 155 N Cass Street, Centerville, Texas 75833 903/536-2543 903/536-2431-FAX  Victoria.willis@co.leon.tx.us, leoncountytax.org, |

**INSTRUCTIONS FOR WAIVER OF PENALTY AND INTEREST PER SECTION**

**33.011 OF THE TEXAS PROPERTY TAX CODE**

**ONLY FOR CITY ACCOUNTS THAT ARE IN LEON COUNTY**

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 City Council.
2. The taxpayer must issue a written request for waiver of penalty, interest and collection fees to:

Mayor, Jerrod Jones

City of Buffalo

P.O. Box 219

Buffalo, Texas 75831

Mayor, Troy Noey

City of Normangee

P.O. Box 37

Normangee, Texas 77871

Mayor, John Sitton

City of Jewett

P.O. Box 189

Jewett, Texas 75846

Mayor, Jacquelyn Morrow

City of Oakwood

P.O. Box 96

Oakwood, Texas 75855

Mayor, Stynette Clary

City of Marquez

P.O. Box 85

Marquez, Texas 77865

Mayor, Noal Ray Goolsby

City of Centerville

P.O. Box 279

Centerville, Texas 75833

1. 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 provisions in Section 33.011 of the Texas Property Tax Code to allow the waiver of penalty, interest or collection fees.**

1. The City Secretary’s office will notify the requesting taxpayer of the date the request will be on City Council’s agenda.

\*\*\*NOTE: The Leon County Tax Office records are open to the public. Our office is open from 8:00 AM to 4:30 PM Monday thru Friday. For extensive research, please call the Tax Office. The phone number is (903) 536-2543.