

# Montgomery County, et al

## Property Tax Refund Application

Tammy J. McRae  
 Montgomery County Tax Assessor/Collector  
 400 N San Jacinto  
 Conroe, Texas 77301  
 Phone 936-539-7809

**To Apply For A Tax Refund, The Taxpayer Must Complete The Following:**

<b>Step 1: Property Owner's Name and Address</b>	Property Owner(s) Name:	Account Number:	
	Present Mailing Address (Number and Street)		
	City, Town or Post Office, State, Zip Code	Phone (Area Code and Number)	
<b>Step 2: Taxpayer Name and Address (Refund Payable To)</b>	Taxpayer Name:		
	Present Mailing Address (Number and Street)		
	City, Town or Post Office, State, Zip Code	Phone (Area Code and Number)	
<b>Step 3: Describe The Property</b>	Legal Description (or attach copy of the tax bill or tax receipt):		
	Address or location of property:		
<b>Step 4: Give the tax payment information</b>	Tax Year:	Date of Payment:	Payment Amount:
	Payment Method:	Check #:	Amount of Refund Applying For:
	Taxpayer's Reason for Refund (attach supporting payment documentation) (*):		
	<b>Step 5: Sign the form</b>		
<b>"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."</b>			
Sign Here	Applicant Signature	Date of Application for Tax Refund	
Print Here	Print Applicant Name		
<b>If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony Texas Penal Code Section 37.10.</b>			
<b>Step 6: Tax Refund Determination (For Office Use Only)</b>	The tax refund is Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>		
	Refund Check #:	Refund Check Amount:	
	Sign Here	Deputy Submitting Refund Application For Approval	Date:
	Sign Here	Accounting Manager or Supervisor Approving Payment	Date:
	Sign Here	Authorized Officer For Governing Body (if over \$2500)	Date:
	Sign Here	County Auditor Signature (if over \$2500)	Date:
	<b>Affidavit</b>		

This application must be notarized only if the amount of refund exceeds \$2500.

STATE OF TEXAS  
 COUNTY OF MONTGOMERY

BEFORE ME, THE UNDERSIGNED AUTHORITY, on this day personally appeared the affiant, whose name is shown above, who, being by me first duly sworn did upon his or her oath depose and say that all of the facts set out in the following affidavit are true and represent the whole truth of the tax payment and of this claim for the refund thereof.

SWORN TO AND SUBSCRIBED BEFORE ME, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY IN AND FOR THE STATE OF TEXAS  
 MY COMMISSION EXPIRES \_\_\_\_\_

Any person who knowingly makes a false entry in the foregoing governmental record commits an offense punishable by confinement in the TEXAS DEPARTMENT OF CORRECTIONS for any term of not more than ten(10) years or less than two(2) years and may be punished in addition to imprisonment with a fine not to exceed \$5000.00; or confinement in jail for a term not to exceed one year; or a fine not to exceed \$2000.00 or both such fine and imprisonment as set forth in TEXAS PENAL CODE 12.21, 12.34, 37.10 (VERSON 1974).