

Office of Consumer Credit Commissioner

Walkthrough Guide

Property Tax Annual Report

Property Tax Instructions

The Industry Reporting Tab is the new location for all things reporting related. You can file reports or view the submission history of past reports here.

The screenshot shows a dark navigation sidebar on the left with the following items: Dashboard, Manage My Business, Notifications, History, Industry Reporting (highlighted with a blue arrow), Forms, and Help. In the main content area, a modal dialog is open with three buttons: 'File report in web form', 'Submission History', and 'Cancel'.

Enter dollar amounts on each line (up to 2 decimal places). Lines 5, 7, 9, 13, 14, and 15 will be calculated for you based on the numbers that you put in other lines on this balance sheet.

Schedule A: Balance Sheet (Figure are company-wide)		
Assets		
1.	Cash (Company-Wide)	<input type="text"/>
2.	Texas accounts receivable	<input type="text"/>
3.	Other accounts receivable (company-wide)	<input type="text"/>
4.	Less reserve for loan losses (company-wide)	<input type="text"/>
	(or allowance for doubtful accounts)	
5.	Net accounts receivable (company-wide)	<input type="text"/>
6.	Other current assets	<input type="text"/>
7.	Total current assets	<input type="text"/>
8.	Other business assets (company-wide)	<input type="text"/>
9.	Total Assets	<input type="text"/>
Liabilities & Owner's Equity		
11.	Total current liabilities (company-wide)	<input type="text"/>
12.	Other liabilities (company-wide)	<input type="text"/>

If you have less than \$25,000 in net assets, you will be taken to this screen. On this screen, you must attach a file that further explains why your license has less than \$25,000 in net assets. Read the on-screen prompts to determine what type of document needs to be submitted for your report. Accepted file types include: .pdf/ .doc/ .docx/ .xls/ .xlsx

NET ASSETS REQUIREMENT: \$25,000 PER LICENSE, whether active or inactive.

The owners equity on the balance sheet does not meet this requirement

Proprietorship or General Partnership: attach owner's personal financial statement(s) to demonstrate adequate net assets.

Select files...

Corporation: if a more current financial statement shows adequate net assets, attach that report and explain any variances between that statement and Schedule A.

Select files...

Alternatively, submit a valid reason with documentation on why you are not in violation of the net asset requirement.

Select files...

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If you have at least \$25,000 in net assets/once you submit documentation explaining why your license does not meet the net asset requirement, you will be taken to Schedule B. This screen works like Schedule A, where you just need to enter numbers into each box and lines 4, 10, 11, and 13 are calculated for you.

Schedule B: Statement of Income & Expenses (Figures are company-wide)

Income		
1.	Interest earned Ch 351 loans in Texas	<input type="text"/>
2.	Other mortgage loan income (company-wide)	<input type="text"/>
3.	Other business income	<input type="text"/>
4.	Total Income*	0.00
Expenses		
5.	Bad debts incurred in connection with Texas property tax loan activity	<input type="text"/>
6.	Salaries incurred in connection with Texas property tax loan activity	<input type="text"/>
7.	Interest incurred in connection with Texas property tax loan activity	<input type="text"/>
8.	Other expenses incurred in connection with Texas regulated loan activity	<input type="text"/>
9.	Other business expenses (company-wide)	<input type="text"/>

If you have any property tax loans or other mortgage loans receivables for the state of Texas to report, click Yes and move to the next screen. If you did NOT conduct any related business to any of the Yes/No questions, click No and Next and you will be moved to the next screen to another question.

Annual/Quarterly Report- Property Tax

Do you have any Property Tax Loans or Other Mortgage Loans Receivables for the State of Texas to report?

Yes No

Once you click Yes, fill out any corresponding fields for the business you did during the reporting year. The totals for each column (number and dollar amount of loans made) will be summed for you.

Schedule C: Loan Receivable (Net of Unearned Charges)

		No. of Loans Receivable	Amount Receivable
1.	Property tax loans (Ch 351)	<input type="text"/>	<input type="text"/>
2.	Other mortgage loans	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>

On this screen, if you enter values on a line, you must complete the line; meaning, you must have both a number and dollar amount (not one or the other). This is true for any line on any screen that asks for the number/dollar amount of loans unless stated otherwise.

		No. of Loans Receivable	Amount Receivable
1.	Property tax loans (Ch 351)	<input type="text" value="1"/>	<input type="text"/>
		No. of Loans Receivable or Amount Receivable columns is completed the remaining row must be completed with information	
2.	Other mortgage loans	<input type="text"/>	<input type="text" value="1"/>
		No. of Loans Receivable or Amount Receivable columns is completed the remaining row must be completed with information	
Total		<input type="text" value="1"/>	<input type="text" value="1"/>

If you made any property tax loans or property tax lien transfers, click Yes and move to the next screen.

Have you made any Property Tax Loans or Property Tax Lien Transfers.

Yes No

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*Enter the number and dollar amount of loans made for the first 2 questions. For questions 3 and 4, you do **NOT** need to fill out every line (only complete lines that are applicable to your business).*

		No. of Loans Made	Amount Loaned
1.	Property tax loans (Ch 351)		
A.	Residential	<input type="text"/>	<input type="text"/>
B.	Non-residential	<input type="text"/>	<input type="text"/>
2.	Property Tax Lien Transfers		
A.	Residential	<input type="text"/>	<input type="text"/>
B.	Non-residential	<input type="text"/>	<input type="text"/>
		Closing Cost / Interest Rate	
3.	Total Closing Costs		
A.	Residential	<input type="text"/>	
B.	Non-residential	<input type="text"/>	
4.	Average Interest Rate		
A.	Residential	<input type="text"/>	
B.	Non-residential	<input type="text"/>	

If any accounts are delinquent more than 60 days, secured by a repossessed motor vehicle or foreclosed real property, or litigation has been initiated then click Yes.

Are any of your Property Tax Loan/Mortgage Loan Accounts (1) Past due more than 60 days?, (2) Secured by collateral that you have foreclosed?, (3) Delinquent and generated proceeds from sales of collateral?

Yes No

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Enter the number and dollar amount of any applicable property tax/other mortgage loans. You must fill out the number and dollar amount of either property tax and/or other mortgage loans.

		Property Tax Loans		Other Mortgage Loans	
		Number	Amount	Number	Amount
1.	60 – 89 days accounts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	90-day accounts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Foreclosure of collateral	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	Proceeds from sales of collateral	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you sold any credit insurance policies on property tax loans, click Yes and move to the next screen.

Have you sold any credit insurance policies on Property Tax Loans?

Yes No

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Enter any relevant credit insurance sale data. Not every field needs to be completed.

Schedule F: Credit Insurance Sales

1.	Number of policies sold	<input type="text"/>
2.	Percentage of eligible loans covered	<input type="text"/>
3.	Net Premiums	<input type="text"/>
4.	Number of claims paid	<input type="text"/>
5.	Amount of claims paid	<input type="text"/>
6.	Net insurance income/retained premium	<input type="text"/>

Enter any relevant credit insurance sales data. Not every field needs to be completed.

Have you sold any ancillary products on Property Tax accounts?

Yes No

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*Enter the applicable data for ancillary products. If you fill out one field, you need to **complete the entire line** before moving on to the next screen.*

Schedule G: Ancillary Products

		Non-Credit Insurance	Misc*	Type
1.	Number Sold	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Net Premiums	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Number of claims paid	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	Amount of claims paid	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you escheated any funds to the state of Texas on behalf of customers, click Yes and move to the next screen.

During the report year, have you escheated any funds to the State of Texas on behalf of customers?

Yes No

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Enter values in one or both fields before moving to the next screen.

Schedule H: Escheat Account

1.	Funds remitted to State of Texas	<input type="text"/>
2.	Escheat account balance, end of year	<input type="text"/>

If any property tax loan accounts were paid off, click Yes and move to the next screen. (A paid out account is defined as a transaction where the account balance is repaid in full or extinguished but does not include a refinance with the existing property tax lender or an affiliate or a foreclosure by the property tax lender.)

During the report year, have any Property Tax Loan accounts been paid off?

Yes No

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Complete applicable fields for payoff source. Hover over the question mark icons if you are unsure of any definitions.

Schedule I: Payoff Information

Property tax loan payoffs* by source		
1.	Borrower	<input type="text"/>
2.	Pre-existing lienholder	<input type="text"/>
3.	Property sale/Borrower refinance with mortgage company	<input type="text"/>
4.	Foreclosure sale (other than those foreclosed by the property tax lender)	<input type="text"/>
5.	Different property tax lender	<input type="text"/>
6.	Other	<input type="text"/>

If you answer Yes to any of the questions on this screen, you must attach a related document that explains what happened. Accepted file types include: .pdf/ .doc/ .docx/ .xls/ .xlsx

Licensee question		
During the report year, has the licensee or any affiliate had any type of license denied, suspended or revoked?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
During the report year, has the licensee or any affiliate, or any agent thereof made a financial settlement with any person as a result of any claim relating to any extension of credit or collection agency?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
During the report year, has the licensee, any affiliate, or any agent thereof been subject to binding arbitration or been the subject of civil litigation with relation to any loan, extension of credit, or collection activity?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

The next screen will let you review your full report on one screen. Look over each section and click Next. Click the checkbox on the Attestation screen and hit the Submit button when you're ready.

Annual/Quarterly Report- Property Tax	
Annual/Quarterly Report- Attestation	
Name*	<input type="text" value="Ryan Vasquez"/>
Phone Number*	<input type="text" value="504-650-4650"/>
Email*	<input type="text" value="none@mail.com"/>
<input type="checkbox"/>	<p>I swear or affirm that all answer on this annual or quarterly report and any attachments are true and complete. Warning: TEX. PENAL. CODE, Sec 37.10 provides that providing false information to a government agency may be a third degree felony offense punishable by not more than ten years in prison or not more than one year in a community correctional facility. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.</p>

You can download a copy of your report by clicking on the PDF icon.

Thank you. You have successfully submitted the report with master File Number [redacted] on 12/30/2019 04:58 PM. You may download a pdf copy of the report for your records.



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