



## ***TRAVIS COUNT TAX OFFICE ESCROW FACT SHEET***

Taxpayers may enter into a contract with the Tax Assessor-Collector for monthly deposits into a tax escrow account. The payments shall be automatically debited from the taxpayer's checking or savings account.

The payments shall be based on the estimated amount of taxes expected to be levied against the property in the tax year covered by the contract. Escrow payments for tax year 2012 will be based on the amount paid in 2011. If the total amount of the escrow payments exceeds the amount of the tax due, the taxpayer will be refunded the difference within thirty days of payment.

If the total amount of the escrow payments is insufficient to pay the tax due, the taxpayer will be mailed a notice for the remainder due. Failure to pay this tax bill by the delinquency date will result in penalty and interest charges against the unpaid balance, and will be grounds for further enforcement action as provided by law.

The taxpayer may withdraw the entire balance of funds from the escrow account at any time before October 1 or when tax bills are issued, whichever is earlier. Partial withdrawals will not be permitted. Withdrawal of funds from the escrow account will render the escrow contract null and void for that tax year.

After October 1 or the issuance of tax bills, whichever comes first, the taxpayer must have the permission of the Tax Assessor-Collector to withdraw funds from the escrow account. At the discretion of the Tax Assessor-Collector, funds in the escrow account may be applied to taxes due as stipulated in the escrow contract, with or without the consent of the taxpayer.

The escrow contract is a voluntary program, and no taxpayer may be forced to enter into a contract against his or her wishes. However, once a contract is executed, the conditions agreed upon are binding to all parties.

**To enroll in the escrow payment program, visit the Travis County Tax office in person and bring a voided check or other document showing the bank's imprint of your account. A member of the Mortgage and Research staff at the tax office will assist you in completing the escrow contract.** If you have any further questions or concerns, contact the Travis County Tax Office at 854-9473 or by email our office at [Tax\\_Office@co.travis.tx.us](mailto:Tax_Office@co.travis.tx.us).

Office hours are 7:30 am to 5:30 pm, Monday through Friday at the main tax office location, 5501 Airport Boulevard. The best service hours are before 11:00 am and after 2:00 pm.