

The Public's Right to Know

Susan Combs, Texas Comptroller of Public Accounts

JUNE 2007

Open Government is the Heartbeat of Democracy

Because open government is integral to a democracy, the Comptroller's office has worked hard to improve the efficiency of its system of handling public information requests. Anyone who seeks public information from this agency can count on a prompt and accurate response.

How to Get Public Information from the Comptroller's Office

By Our Web site

The Comptroller's Web site, *Window on State Government*, provides free information. Access Window via the Internet at:
www.window.state.tx.us

Window provides information such as:

- Comptroller Reports
- Tax Information
- Certificates of Account Status for Franchise Tax
- Corporate Officers and Directors
- Gross and Retail Sales
- State Spending and Revenue Numbers
- State and Local Economic Data
- Links to Other Government Sites

In Writing

Please send written requests for public information to:
Texas Comptroller of Public Accounts
Open Records
Post Office Box 13528
Austin, Texas 78711-3528

By Fax

(512) 475-1610

By e-mail

open.records@cpa.state.tx.us

Comptroller's Guidelines for Charges

The Attorney General's Office sets the fees that agencies may charge for responding to public information requests. There is no fee for 50 pages or fewer of standard paper copies.

The following requestors generally will not be charged a fee:

- Taxpayers or their authorized representatives who need information on their own accounts.
- Texas state agencies and local governments.
- Educational institutions in Texas.

The Comptroller will send notification of any charges.

Public Information on Taxpayers

Under the Texas Public Information Act, all information that is in the government's possession is public, unless it falls within one of the Act's specific exceptions. Certain information about a taxpayer's account with the Comptroller is public information and must be released to anyone who requests it. The following is a list of the most

frequently requested public items of information about Texas taxpayers:

- Taxpayer name
- Taxpayer address
- Taxpayer telephone number
- Business code (NAICS)
- Corporate charter number/
Certificate of Authority number
- Date on which a corporation is chartered
- Date on which corporate privileges were forfeited (franchise tax)

The Texas Comptroller of Public Accounts is committed to government in the sunshine.

"Knowledge will forever govern ignorance; and a people who mean to be their own governors must arm themselves with the power which knowledge gives."

— James Madison

For more information, visit our Web site www.window.state.tx.us
Receive tax help via e-mail at tax.help@cpa.state.tx.us.



The Public's Right to Know

If you need assistance or you have questions, please write:

Texas Comptroller
of Public Accounts
Open Records
P.O. Box 13528
Austin, Texas
78711-3528

Or call:
(800) 531-5441,
ext. 6-6057
or (512) 936-6057

Or e-mail:
open.records@cpa.
state.tx.us

Public Information on Taxpayers (continued)

- Date of first taxable sale (sales tax)
- Entity name
- Entity address
- Entity business address
- Entity business location
- Entity telephone number
- Type of business entity – sole proprietor, partnership, corporation, etc.
- Intercorporate ownership information
- Names, titles, mailing addresses of owners, officers, or directors
- Outlet locations
- Permit(s) issued and date issued
- Public Information Report
- Registered agent's name and address (franchise tax)
- Status of account – active, inactive, current, delinquent
- Whether tax return was filed on time
- Whether and when a taxpayer has been audited
- Whether an audit resulted in a deficiency or refund
- Whether corporate charter has been revoked

Confidential Information on Taxpayers

The Texas Legislature has enacted several statutes that make confidential certain information about taxpayers. Generally, tax reports for sales tax, franchise tax, amusement machine tax, and the telecommunications infrastructure fund assessment are confidential. Also, information that the Comptroller has obtained during an audit of a taxpayer is confidential. Audit information is confidential for all taxes and fees that the Comptroller collects.

Information made confidential by statute, such as a sales tax return, may not be released to the public unless the Comptroller receives the taxpayer's express, written permission. The Comptroller will provide confidential information to a taxpayer's authorized representative (attorney or accountant), provided that the taxpayer gives express, written permission to release the information to that representative.

We're Here To Help! Call Toll-Free!

If you have questions or need information on a specific tax, please call our toll-free numbers:

(800) 252-5555

911 Emergency Service/
Equalization Surcharge
Automotive Oil Fee
Battery Fee
Boat and Boat Motor Sales Tax
Customs Broker
Fireworks Tax
Mixed Beverage Tax
Off-Road, Heavy-Duty Diesel
Equipment Surcharge
Oyster Fee
Sales and Use Taxes
Telecommunications Infrastructure
Fund

(800) 531-5441

Cement Tax
Inheritance Tax
Local Revenue
Miscellaneous Gross Receipts Taxes
Oil Well Servicing Tax
Sulphur Tax

(800) 531-5441 ext. 3-3630

WebFile Help

(800) 252-1381

Bank Franchise
Franchise Tax

(800) 252-7875

Spanish

(800) 531-1441

Fax on Demand (Most frequently
requested Sales and Franchise
tax forms)

(800) 252-1382

Clean Vehicle Incentive Program
Manufactured Housing Tax
Motor Vehicle Sales Surcharge,
Rental and Seller Financed
Sales Tax
Motor Vehicle Registration Surcharge

(800) 252-1383

Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

(800) 252-1384

Coastal Protection
Crude Oil Production Tax
Natural Gas Production Tax

(800) 252-1387

Insurance Tax

(800) 252-1385

Hotel, Inheritance and
Amusement Machine Tax

(800) 252-1386

Certificates of Account Status/
Good Standing
Officer and Director Information

(800) 862-2260

Tobacco Tax

(888) 4-FILING (888-434-5464)

TELEFILE: To File by Phone

(800) 252-1389

GETPUB: To Order Forms and
Publications

(800) 654-FIND (800-654-3463)

Treasury Find

(800) 321-2274

Unclaimed Property Claimants
Unclaimed Property Holders
Unclaimed Property Name Searches
(512) 463-3120 in Austin

(877) 44RATE4 (877-447-2834)

Interest Rate

Texas Comptroller of Public Accounts Publication #96-328 Revised June 2007

For additional copies write:

Texas Comptroller of Public Accounts
111 E. 17th Street
Austin, Texas 78774-0100

For more information, visit our Web site

www.window.state.tx.us

Receive tax help via e-mail at
tax.help@cpa.state.tx.us

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In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling the appropriate toll-free number listed at left, or by calling:

(512) 463-4600 in Austin
(512) 475-0900 (FAX).