Web Form Help: Local Government Debt Reporting LGC §140.008 (updated: Jan. 2018)

1. **Enter the political subdivision’s information.**

**Political subdivision type -** cities, counties, independent school districts, community college districts, water districts as defined by Water Code Chapter 49.001, or other political subdivisions. If you don’t see the type that describes the political subdivision you represent, select “other political subdivision type,” and specify the type in the blank field that appears on your screen.

**Political subdivision name -** name of your political subdivision (use an [acceptable format](file:///C:\Users\gcon257\requirements\Format%20Help.docx)).

**Political subdivision phone** – primary phone number of the political subdivision.

**Political subdivision e-mail** – primary email address for the political subdivision.

**Texas taxpayer ID (TPID)** – an 11-digit number the state of Texas issues. If you don’t know your TPID, use the Sales Taxpayer [Lookup Tool](https://mycpa.cpa.state.tx.us/staxpayersearch/SlsTxpyrSearch.jsp) or the [Comptroller’s Online Eminent Domain Database](http://coedd.cpa.texas.gov/) to locate it. If your political subdivision doesn’t have a TPID, please [email us](mailto:transparency@cpa.texas.gov) or call 844-519-5676 to quickly create one.

**Political subdivision mailing address -** If the political subdivision’s mailing address and physical address are DIFFERENT, please select the radio button marked “No” indicating this. Several fields will appear to enter your political subdivision’s physical address.

**Political subdivision physical address**

1. **Fill in your contact information.**

**Name** – the first and last name of the main person to contact at the political subdivision.

**Position title** – the title of the main person to contact at the political subdivision.

**Phone** – the direct phone number of the primary contact.

**Email** – the email address for the person submitting this application.

If a third party is completing the form on behalf of the political subdivision, select “Yes” and enter the third party contact information in the fields that appear. If not, select “No.”

**Name** – the name of the person filing the report.

**Phone number** – the number of the person filing the report.

**Relationship with political subdivision** – select from the dropdown menu the most appropriate response. If you select other, you must describe the relationship in the blank field.

**Mailing address, city and zip** – the mailing address, including county if the political subdivision is in Texas, of the third party filing the report.

1. **Enter your political subdivision’s fiscal year information.**

**Fiscal year reporting –** Enter the four-digit fiscal year for which you are reporting.

**Ending date of fiscal year -** Enter the two-digit month, two-digit day and four-digit year for the end of your fiscal year.

1. **Add supporting documentation.**

If your political subdivision is opting to use the Comptroller’s [Annual Local Debt Report Form](https://comptroller.texas.gov/transparency/local/docs/debt-report-form.xlsx), select “Yes.” Note that you must save the form using this naming format: “Annual Local Debt Report Form\_*Name of Political Subdivision Year*.” Upload the form.

If you are not using the form and elect to post the required information on your political subdivision’s website, enter “No” and enter the URL containing said information. Please provide a link to the statutorily required debt information.

Water districts will see a dropdown in this section. They will need to specify which kind of document they will be submitting and then upload a PDF of the appropriate document. Inactive districts submit an affidavit of financial dormancy, districts with annual receipts under $250,000 will submit an annual financial report, and distr*icts with annual receipts over $250,000 will submit an audit.*

***Need more assistance? If your question has not been addressed here, please*** [***email us***](mailto:transparency@cpa.texas.gov) ***or call 844-519-5676 for further help***.