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November 30, 2011

Avery Ranch Road
Julie Kiley
Williamson County Auditor Office
710 S. Main Street, Suite 301
Georgetown, Texas 78626

Dear Ms. Kiley:

As you know, the Property Tax Division of the State Comptroller's Office periodically audits the Appraisal District. One area of audit is in the proper receipt and processing of each taxing unit's payment to the District.

Section 6.06(e) of the Property Tax Code states, "Each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect. A payment is delinquent if not paid on the date it is due." Section 6.06(f) of the Property Tax Code states, "Payments shall be made to a depository designated by the district board of directors."

Please make note of the District's Depository and their address for your first quarterly payment in the amount of \$2,575.25 that is due prior to January 1, 2012.

Please make check payable to Williamson Central Appraisal District and mail copy of invoice and check directly to:

Mail Teller
Union State Bank
1100 Williams Drive
Georgetown, Texas 78628

In the past the District has sent each taxing unit a courtesy letter reminding them of its obligation six weeks prior to the due date. We will continue to provide you with this courtesy letter.

Please feel free to call if you have any questions.

With kindest regards,

Alvin Lankford

Alvin Lankford
Chief Appraiser

AL/krq