

El Paso Consolidated Tax Office
221 N. Kansas Ste. 300
El Paso, TX 79901
Phone (915) 212-0106 Fax (915) 212-0107

The Delinquent Tax Roll file (DTR) has a cost of \$73.20 and will be processed when payment is received.

The data file contains:

- GEO numbers (Tax Roll Identification Number)
- Real and/or Personal property
- Certified owner name(s) & mailing address
- Legal description of property
- Breakdown of property values
- Levy balances (Current & Delinquent)

Please be advised that the DTR **does not** include late fees.

It will take approximately 2 business days for the Delinquent Tax Roll to be completed. The DTR is converted to Excel but can be provided as a text (zipped) file upon request. The data file can be copied onto a CD and mailed out or sent via email (file size permitting). You will also be provided with a list of state codes (property classification), for your convenience.

It is advisable to consider a minimum levy amount. Our default information is \$.01 but there are many properties, outside the city limits, which are undeveloped and consequently have a very low value. Therefore, these accounts have an annual tax of a few cents to a couple of dollars and captured on the DTR, if no minimum is set.

The tax office does not write off low balances at any time during the year.

If you are interested in purchasing our Delinquent Tax Roll, send a check for \$73.20, to the address provided above. Please write "Delinquent Tax Roll" on your check.

If you wish to pay online, visit our website at www.elpasotexas.gov/tax-office and select **Find Account Information**. Type "Fees" in the **Search for This** box and click the **Search** button on #3. Under **Account Number**, select the link **95** and click **Pay Now**. Do not worry about the amount owing on that account, you will be able to enter the amount of your payment on the next step. You may select **Pay by E-Check Now** or **Pay by Credit Card Now**. Select **Pay a different amount**, enter \$73.20 and follow the prompts.

Email your payment confirmation page, along with the DTR Request Form to citytaxoffice@elpasotexas.gov.

If you have any questions, please contact our office before you submit your payment, as this fee is non-refundable.

Thank you.

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