



# Wichita County Tax Office News



We began to inform our citizens as far back as **December of 2021** that at some point our long awaited remodel would eventually get here. And we are not all that far off with a soft demolition/construction target date being very probable somewhere in mid-December. Our entire motor vehicle registration and title services be completely REINVENTED for the unforeseeable future. This is a **LARGE (2) PHASE** 12,000 sq. foot renovation and remodel and there is absolutely **NO WAY** that we can conduct the sheer volume of those very services here at the annex once demolition begins. Again, this is going to be a (2) phase construction project with our motor vehicle operations being done **FIRST** and then our property tax division being done **SECOND**.

Our **PROPERTY TAX DIVISION** will **REMAIN OPEN AND FULLY OPERATIONAL** during the ongoing construction in our motor vehicle division. For the safety of the public our property tax division will be segregated by whatever means necessary to provide a safe and efficient manner for the public to ingress and egress from our property tax division.

Once this begins **ALL PUBLIC WALK-IN SERVICES FOR MOTOR VEHICLE REGISTRATIONS AND TITLE WORK AT OUR DOWNTOWN ANNEX OFFICE WILL CEASE**. If by some chance you are downtown we will have a drop box just inside our main annex entrance off of Scott Street and we strongly encourage you to use it and we will promptly get you taken care of. Our listed hours of operation **are still good** in the current sense, **BUT** they will change immediately once this project begins. If you have a smart phone please scan the **QR CODE** that we have provided below as it is great way to have all of the information at your fingertips that you will need as to the availability of our services **once** this project begins.

The overwhelming blunt of our walk-in volume associated with our motor vehicle registration and titling services during this time will be absorbed by our other (3) **COUNTY WIDE FIELD OFFICES**. This volume will now have ***to be displaced*** amongst our other (3) field offices that will remain open **during the entirety** of this project. All (3) of our County Field Office(s): Burkburnett, Iowa Park and Electra are going to be open (Mon. - Fri.) from 8 am.- 4.30 pm. We are staggering our designated lunch hours between these (3) Field Offices in such a manner as to have one or more offices open during lunch hours for customer convenience. All (3) of our Field Offices have drop boxes and we encourage our citizens to use those with dropping off their vehicle registrations to be processed. All (3) of these Field Offices will have additional staffing to help mitigate the increased volume that will undoubtedly occur once this business model is initiated. In essence, we are reassigning just about all of our designated annex line staff deputy clerks to our (3) Field Offices. **Burkburnett: Two** additional deputy clerks will be placed in Burkburnett as that will give us **a total of (3)** on the Northern end of the county. Burkburnett is the second largest municipality in Wichita Co. and that will serve us well with having that many resources available for that customer base. **Iowa Park: Two** additional deputy clerks will be placed in Iowa Park as that will give us **a total of (3)** which will shore up our resources with our customer base in Iowa Park and those who reside more towards the center of the county. **Electra: One** additional deputy clerk will be placed in Electra as that will give us **a total of (2)** and that will help with any increased volume in that office on the Western edge of Wichita Co.

We believe that augmenting the staffing that we already have at these (3) county wide locations and being operational (M-F) will serve us very well with **spreading resources** over the vast majority of our customer base throughout the county during this lengthy project. To explore any other possibility of completely moving both our motor vehicle and property tax operations to a different location would be extremely cumbersome and labor intensive. Not even to mention the enormous expense being extremely more cost prohibitive than the model we have herein described.

All of the above motor vehicle registration methods are augmented with no less than **FOUR** United Supermarket & Market Street Locations that are in-play in Wichita Falls and Burkburnett. Please feel free to visit any one of these (4) location(s) if you are needing motor registration assistance up until 9 pm. every night and even on weekends including Sundays and Holidays. Remember you have ***to be inside*** your grace period and ***you have to have*** your registration renewal notice that was mailed to you **from AUSTIN** to conduct your vehicle registrations with any of our area United Supermarkets. If you are ***outside*** your grace period and or you ***do not have*** your renewal notice; you will then have to revert back to any one of the aforementioned alternatives to complete your vehicle registration. Please remember that our area United(s) **do not whatsoever** conduct any vehicle title work **nor** take property tax payments. And as always you can renew your registration by **MAIL** or by renewing **ON-LINE**. Our office does as much as (900-1200) mail-in renewals a month and we certainly expect that number to trend significantly upward during this construction project.

We ask for your patience during a very significant construction project that just by its size and scope is going to take **a while** to complete. But just as equally important we ask you to consider utilizing some of our other customer service amenities that you may have never tried before as they are very viable options with completing your motor vehicle transactions. In total between our (3) country wide field offices and (4) other collateral way(s): **mail, drop-box, internet and our area United & Market Street web-agents** there will be in some combination of **no less than (13) alternative(s)** the public can use to conduct their motor vehicle transactions during this period of construction.

We apologize for any inconvenience, but please remember that we too are doing our best with trying to stay operational in the midst of a major demolition/construction project. For those of you who have lived in the midst of a major home re-modeling project know far too well that it is a "character building experience" so we are all in the "same canoe" with this **lengthy** project. A great deal of thought and planning has went into this and will bring some long awaited customer service amenities that our citizens are very deserving of. We appreciate the input and support that we have had from our Commissioner's Court along the way as this has been almost a ten year journey to see this project come to full volition. And we certainly want to thank **Commissioner Mark Beauchamp** who has spearheaded the revitalization of the annex and an endless list of other recent county infrastructural and capital improvement projects. As always, we wish you and your family a very safe and joyful Holiday Season.

Respectfully,

Tommy R. Smyth, TAC, MPA, CTO  
Wichita County Motor Vehicle Registration & Titling  
Services & Property Tax Division



***"Politicians are the only people in the world who create problems and then campaign against them."***

Web address: <http://www.wichitatax.com>

For **property tax information** choose “online taxes”

Enter the property account number or property location address

Click on your record shown to open the record

Click on “all years” to see if any delinquent balances are due or verify past tax year amounts

Click on “e payment” and follow the instructions to pay your taxes online

Using a debit or credit card will incur a convenience fee charged by the servicing company of 2.35% times the amount you pay by card.

An “e check” has a flat \$1.00 fee regardless of amount paid

For **motor vehicle information** choose “auto registration online”

You will be “redirected” to the State of Texas Department of Motor Vehicle web site

Choose “Wichita County” of residence and enter your license plate information

Using a debit or credit card online will incur a \$2.00 electronic processing fee and a \$1.00 mail fee for online registration renewal. The \$3.00 is non refundable from the State.

### Property Tax Helpful Hints

**Payment deadline:** Property taxes are due upon receipt. All payments showing a **Tuesday, January 31, 2023** or earlier U.S. postmark (not metered postage) will be considered timely. Please include your **account number** on your check.

**Payment by phone:** Toll-free **1-866-511-6677**. If you choose a live representative for assistance, you will need the bureau code of **7580933** and your 6 digit account number.

**Difficulty paying your taxes:** We accept partial payments. Pay as much and as often as you decide until February 1, 2023 and then contact the tax office for a payment plan on any remaining delinquent balance.

**Exemption applications:** All applications for property tax exemptions must be submitted and will be approved through the **Wichita Appraisal District**. Exemptions on your property for 2022 are shown on your tax statement.

**Quarterly payments:** With the over 65 and/or disability exemption, the owner qualifies for installment payments. **1/4th** the tax amount is required to be paid **before** the February 1st delinquency date to participate.

**Address changes:** Statements are mailed to the address we have on record. It is **your responsibility** to notify the appraisal district or tax office in writing of any new mailing information for your account .

**Wichita Appraisal District:**  
600 Scott Ave 3rd floor  
Wichita Falls TX 76301  
PH: (940) 322-2435

Fax (940) 322-8190  
Web address: [www.wadtx.com](http://www.wadtx.com)  
Wichita Appraisal District  
PO Box 5172  
Wichita Falls TX 76307

### OFFICE HOURS SUBJECT TO CHANGE DUE TO COVID-19

#### Contact us:

**Wichita County Tax Office:**  
**Main number:** (940) 766-8200  
**Website:** wichitatax.com

#### **Property Tax Department:**

**PH:** (940) 766-8200  
**Fax:** (940) 766-8189  
**Delinquent tax:** (940) 766-8200  
EXT 8600

#### **Vehicle Registration:**

PH: (940) 766-8200  
Fax: (940) 766-8176

#### **Main office hours:**

Mon-Fri 8:00 A.M to 1:00 P.M.  
2:30 to 4:30 P.M.

#### **Main Location:**

County Court House Annex first floor  
600 Scott Ave Suite 103  
Wichita Falls, TX 76301

#### **Satellite Offices:**

**Burkburnett :** Hours: M-W-F 8 to 12 and 1 to 4:30. Location: 100 W College  
PH: (940) 569-3367 Fax: (940) 569-3368

**Iowa Park:** Hours: T-TH 8 to 12:30 and 1:30 to 4:30

Location: 400 N Wall

PH: (940) 592-2022 Fax: (940) 592-9757

**Electra:** Hours: T-TH 8 to 1 and 2 to 4 :30  
Location: 2023 SH 25N

PH: (940) 495-2016 Fax: (940) 495-4098

### Motor Vehicle Helpful Hints

**Avoid the lines:** Conduct business in the middle of the month. **We close 1-2:30 to clean and have lunch.**

**Bring your ID:** Titling a vehicle in your name requires your ID.

**Need a cost estimate:** General fee information concerning title, registration, sales tax, penalties and standard presumptive value can be located at [txdmv.gov](http://txdmv.gov) and [comptroller.texas.gov](http://comptroller.texas.gov). Exact fees cannot be given over the phone. We must **see** all of your documents to be accurate.

**Insurance:** Bring your proof of insurance. Some records must be verified manually.

**Title work:** All title transfers require an ownership document and title application (Form 130-U).

**Debit or credit card use:** Card use in our office will incur a convenience fee by the servicing company of 2.50% times the cost of your registration fee. Online registration see fees above.

**Driver's License information:** Contact the Dept. of Public Safety. (940) 851-5600

**Certified Copy of a Texas Title:** Contact Texas Department of Motor Vehicles. (940) 235-4800.