

Submit with NO FEE OR Address Changes

Approved

Sheriffs' and Constables' Fees Update

Due by Oct. 15, 2015

Commissioners Court

ATTENTION: County Judge and Commissioners Court

SEP 28 2015

Changes to your sheriffs' and constables' fees for 2016, as authorized by Texas Local Government Code Section 118.131, must be submitted to the Comptroller's office no later than Oct. 15, 2015.

To meet this deadline and to comply with the law, you must:

- place this item on your commissioners court meeting agenda, and
- adopt the fees before Oct. 1, 2015.

ATTENTION: County Clerk

To report your 2016 fees:

- Go to www.texasahead.org/lga/sheriffs.
- Click on the blue "Report Fee Updates" button to bring up the reporting tool.
- **Enter ONLY the access code** listed on the enclosed letter.
- Select Submit.

The new page will list current fees that are in effect for your county.

If there are no changes:

- Indicate by marking "**Submit With No Fee or Address Changes.**"
- Enter the required information.
- Select Submit.

OR

If there are changes adopted by the commissioners' court on or before Oct. 1, 2015:

- Indicate by marking "**Submit With Fee or Address Changes.**"
- Enter the required information.
- Select Submit to go to the next page.
- Change or add any new fees your county may have adopted for 2016.
- Use the tool bar located above the list of fees to add new fees or change the address and/or phone number to appear in the online report.
- Select Submit.

Thank you for your assistance. If you have questions, please contact Frank Alvarez, your regional representative, at frank.alvarez@cpa.texas.gov or 1-800-531-5441, ext. 6-9231.