

Texas Commission on Environmental Quality

Instructions: Applying for a Use Determination for Pollution Control Property

There are now two ways to apply for a Use Determination for Pollution Control Property. Applications can now be submitted electronically using the TCEQ's State of Texas Environmental Electronic Reporting System (STEERS). Alternatively, applications can be submitted by U.S. mail by completing the Use Determination for Pollution Control Property Application (Form TCEQ-00611) and the TCEQ Core Data Form (Form TCEQ-10400).

Additional information is available in the guidance document, *Property Tax Exemptions for Pollution Control Property, RG-461*. The application form, these instructions, guidance, and links to the rules governing the program in Title 30, Texas Administrative Code, Chapter 17 are available on the [Tax Relief for Pollution Control Property](#) Web page. If additional clarification or assistance is needed, please contact the Tax Relief for Pollution Control Property Program by phone at 512-239-4900, or by e-mail at txrelief@tceq.texas.gov.

Option 1: Electronic Submission through STEERS

The Use Determination for Pollution Control Property Application Form is now available online, through the TCEQ's [STEERS](#) system: <https://www3.tceq.texas.gov/steers/>. Detailed instructions for submitting an application through STEERS are available here:

[Instructions for Submitting a Use Determination Application through STEERS](#)

(https://www.tceq.texas.gov/assets/public/implementation/tax_relief/2017_application/2017-Form-TCEQ-00611-STEERS-Instructions.pdf)

For assistance with STEERS, please contact the STEERS Help Line at 512-239-6925 or by e-mail steers@tceq.texas.gov.

Option 2: Submission by U.S. Mail

The current version of *Use Determination for Pollution Control Property Application*, Form TCEQ-00611, and the TCEQ Core Data Form (Form TCEQ-10400) must be completed in full. Entering "see attachment" is not an acceptable answer. Attachments containing additional information are acceptable, but are not a substitute for completing the application.

The current version of the application form is available on the [Tax Relief for Pollution Control Property](#) Web page <https://www.tceq.texas.gov/airquality/taxrelief>. Applications filed using previous versions of the application will be returned to the applicant.

Applications submitted without a completed TCEQ Core Data Form will be returned to the applicant. The TCEQ uses the Core Data Form to collect core data about the people, businesses, and organizations that are regulated by or, in the case of the Tax Relief for Pollution Control Property Program, who request a use determination from the TCEQ. The Core Data Form and Instructions are available on the TCEQ's website at https://www.tceq.texas.gov/permitting/central_registry/guidance.html.

Detailed instructions for submitting an application by U.S. Mail are available here:

[Instructions for Mailing a Use Determination Application](#)

(https://www.tceq.texas.gov/assets/public/implementation/tax_relief/2017_application/2017-Form-TCEQ-00611-Mail-Instructions.pdf)

Submitting Your Application by U.S. Mail

If paying by check or money order, send the completed TCEQ Core Data Form, Application Form TCEQ-00611, and the appropriate fee, along with complete copies of the TCEQ Core Data Form and Application form to one of the addresses below. We will forward the copies to the appraisal district when the application is declared administratively complete.

U.S. Mail:

Cashier's Office, MC 214
Tax Relief Program
TCEQ
P.O. Box 13088
Austin, TX 78711-3088

Physical Address:

Cashier's Office, MC 214
Tax Relief Program
TCEQ - Building A
12100 Park 35 Circle
Austin, TX 78753

If paying electronically (via ePay), send the completed TCEQ Core Data Form, Application Form TCEQ-00611, and a copy of the ePay receipt, along with complete copies of the TCEQ Core Data Form and Application Form TCEQ-00611 to one of the addresses below. We will forward the copies to the appraisal district when the application is declared administratively complete.

U.S. Mail:

Tax Relief Program, MC 110
TCEQ
P.O. Box 13087
Austin, TX 78711-3087

Physical Address:

Tax Relief Program, MC 110
TCEQ - Building F
12100 Park 35 Circle
Austin, TX 78753