

#### **Part 4 Submitting an Application**

For Part 4, Submitting an Application, we will review how to submit an application once it has been filled out, signed, and paid. We will continue as though you just paid the application fee.

To submit an application, your STEERS account must be authorized to submit the application.

For this application, we will proceed with submitting the application.

On the page that confirms you have finished paying for the application, select Submit reference number for the application you wish to submit and click Next.

Review the information on the screen. If you are ready to submit this application, click Submit.

If the application was successfully submitted, this Congratulations! Page will be displayed.

The account holder who submits the application will receive a confirmation e-mail that contains the Tax Relief Application Number.

Make note of this number in addition to the Application Reference Number and Application Password.

These numbers are important for accessing your application in STEERS and for communicating with to TCEQ staff about your application.

The submitted application will be reviewed by Tax Relief staff. You will be notified by e-mail if additional information is required and of final action on the application.

The TCEQ's Tax Relief staff will review your application.

If you have questions specifically for the Tax Relief program, please contact us. For questions regarding STEERS or your STEERS account, please contact the STEERS Help Line.