The following is information needed to file a late or amended report.

1. Beginning and ending inventory (from income tax report) if applicable.
2. Any furniture/fixture, machinery/equipment used to conduct business. List item purchased, year purchased, and the original cost.
3. Any leasehold improvements. (Leasehold improvements are expenditures by a lessee to property they are leasing that improve or make the property more adaptable for the business’ use).
4. Please attach the amendment letter and have it notarized.
5. A $20 check made payable to the Louisiana Tax Commission must accompany this list. (Do not make check payable to the Assessor’s Office).
6. Bring the completed paperwork to the St. Tammany Assessor’s Office at 701 N. Columbia Street, Covington, Louisiana or 520 Old Spanish Trail, Slidell.
7. To avoid possible late fees and penalties, the taxpayer has the option of paying the original bill as is. If the change order warrants a reduction in taxes, a refund will be issued. Please keep in mind that paperwork can take several weeks to be processed.

If you have any questions, please contact Laura Rodick (985)809-5534 or Brittany Booth (985)809-5539 in the Assessor’s Office.
Late or Amended Personal Property Letter

To: St. Tammany Parish Assessor  
   Attn: Personal Property Dept  
   701 N Columbia St  
   Covington, LA  70433

I operate a business having assets listed on the attached report. Please amend the assessment for the following number________________ in the name of ____________________________ for the year(s)__________________.

__________________________________              ________________________  
Signature of Business Owner or Authorized Agent                      Notary Public

Address:         _____________________________  
                        _______________________________  

Telephone #: _____________________________  
E-Mail Address: ___________________________  

**If all requirements are met and the Louisiana Tax Commission approve the changes, you should receive a corrected bill in 4 to 6 weeks.**