

INSTRUCTIONS TO COMPLETE ON BACK

# IMPORTANT INFORMATION ABOUT YOUR BUSINESS IN ST. TAMMANY PARISH

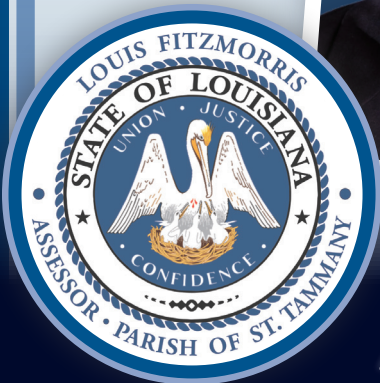
## Thank you for doing business in St. Tammany Parish.

I am writing to inform you that a Personal Property Report (LAT-5 form) is enclosed and should be completed and returned by **April 1**, as required by LA RS 47:1952A and LA RS 47:1956(2) that states:

“All property subject to taxation, including merchandise or stock in trade, shall be placed upon the assessment lists in the respective parishes or districts where situated. Assessments shall be made on the basis of the condition of things existing on the first day of January of each year.

Each taxpayer shall fill out a list of his property and make oath to its correctness, in the manner and form prescribed by law, and return such list to the Assessor on or before the first day of April of each year.”

ASSESSOR  
**Louis Fitzmorris, CLA**



*Assessor Louis  
Fitzmorris*

[www.STPAO.org](http://www.STPAO.org)

# The areas of personal property you must report for ad valorem tax include:

## **SECTION 1: Inventories/Merchandise**

Report the inventory (*raw materials, work in process, finished goods or supplies*) or merchandise your business carried from the previous year.

## **SECTION 2: Furniture & Fixtures**

Report the furniture (*desks, chairs, credenzas, etc.*) and fixtures (*an article of personal property that would be regarded as a part of the land, for example, shelving attached to the building*) used in your business.

## **SECTION 3: Machinery & Equipment**

Report any machinery and equipment used in your business. Include items such as office machines, copiers, computers and other electronic equipment, phone systems, tractors, forklifts or other unlicensed vehicles, etc., that your business owns. (*Do not include leased items. See Section 5 for explanation.*)

## **SECTION 4: Leasehold Improvements/Misc.**

Leasehold improvements are expenditures by a lessee to property they are leasing that improve or make the property more adaptable for the business' use, such as lessee build outs leased space.

## **SECTION 5: Consigned Goods, Leased, Loaned or Rented Equipment, Furniture, Etc.**

Attach a list of any consigned goods, leased loaned or rented equipment, furniture, etc., that you use in this business. Give the names of the companies, partnerships or individuals from whom you lease, rent or have consigned goods, as well as the address, phone number, and contact person of the lessor.

**IF YOU FAIL TO FILE A REPORT WHEN IT IS DUE, YOU LOSE THE RIGHT TO APPEAL THE ASSESSMENT, AS PER LA RS 47:2329, AND SUCH FAILURE MAY RESULT IN A PENALTY OF 10 PERCENT OF THE TAXES DUE AS PER LA RS 47:2330A.**

*If you need additional room in any section, please attach a list of additional items. Please sign and return both forms; and attach any Schedule E or depreciation schedule that you may have from your most recent tax return. You must report any assets fully depreciated for income tax purposes. If you own or are affiliated with any businesses that do not receive this form or you are a CPA or bookkeeper and have any clients that did not receive a LAT-5, or have any questions including who must complete this form, please call any of our personal property representatives listed below between our office hours of 8:30-4:30 Mon.-Fri.: Laura Rogers 985.809.5534, Penny Brown 985.809.5537 or Debbie Culotta 985.809.7003.*