

## **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. (Leased 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. Bring the completed paperwork to the St. Tammany Assessor's Office at 701 N. Columbia Street Covington, Louisiana or 520 Old Spanish Trail Slidell, Louisiana.
6. 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 Rogers (985)809-5534 or Penny Brown (985)809-5537 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.\*\***