

How to file a late or amended Personal Property 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 Amanda McInnis (985)809-5534 or Rhonda Davis (985) 809-5532 in the Assessor's Office.