

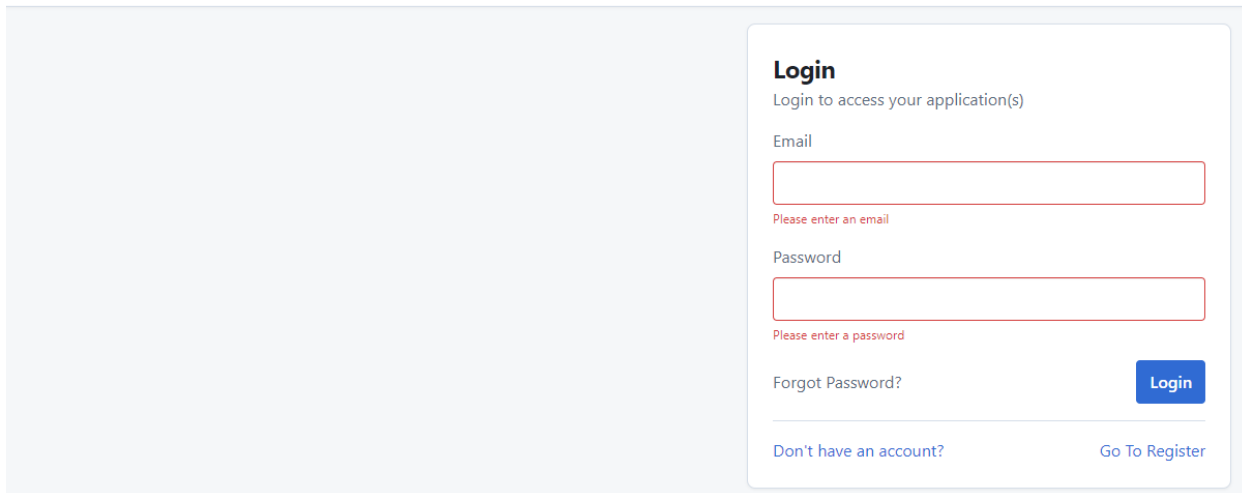
Welcome to our new LAT-5 onling filing system from Just Appraised.
Go to the following link using Google Chrome to get started:
<https://taxpayer.justappraised.com/sttammanyparishla>

Or go to the shortened URL: <http://tinyurl.com/229nyynx>

Or scan the QR code below.



For your convenience, instructions and screenshots of what to expect in each step are below.

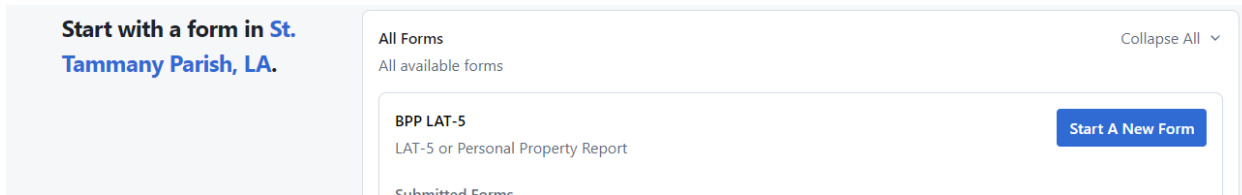


The screenshot shows a login form titled "Login" with the subtitle "Login to access your application(s)". It contains two input fields: "Email" and "Password". Below the "Email" field is a red error message: "Please enter an email". Below the "Password" field is a red error message: "Please enter a password". There is a "Forgot Password?" link and a blue "Login" button. At the bottom, there are two links: "Don't have an account?" and "Go To Register".

If you have not created an account yet, click *Go To Register* and create an account.

Login using your email and password.

Once you log in, click on *Start A New Form*



The screenshot shows a page titled "Start with a form in St. Tammany Parish, LA.". It features a list of forms under the heading "All Forms" and "All available forms". The first form listed is "BPP LAT-5" with the subtitle "LAT-5 or Personal Property Report". To the right of this form is a blue button labeled "Start A New Form". There is also a "Submitted Forms" section below the main list. A "Collapse All" dropdown menu is visible in the top right corner.

You will see the *Welcome* page below:

SECTION 1: WELCOME

1 Welcome — 2 Account Search — 3 Business Details — 4 Assets — 5 Inventory — 6 File Uploads — 7 Submit

Welcome

Dear Business Owner:

You are receiving this for one of the following reasons:

1. You were on the tax roll last year; or
2. You are a new business and applied for an occupational license or sales tax license in St. Tammany Parish; or
3. We have been notified of your business within St. Tammany Parish.

If your business has **closed before December 31, 2023**, please indicate this in the appropriate section of the website.

The annual Personal Property Report (LAT-5 form), due **April 1st**, as required by LA RS 47:1952A and LA RS 47:1956(2) which provide that:

"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."

There is a **10% late penalty** by law if not filed by **April 1st** that will be applied.

Per LA RS 47:2329, if you fail to file a report when it is due, you lose the right to appeal the assessment. If you do not file a report, we will initially assess you at an average of like businesses - each year thereafter that you fail to report the assessment is increased by 15%.

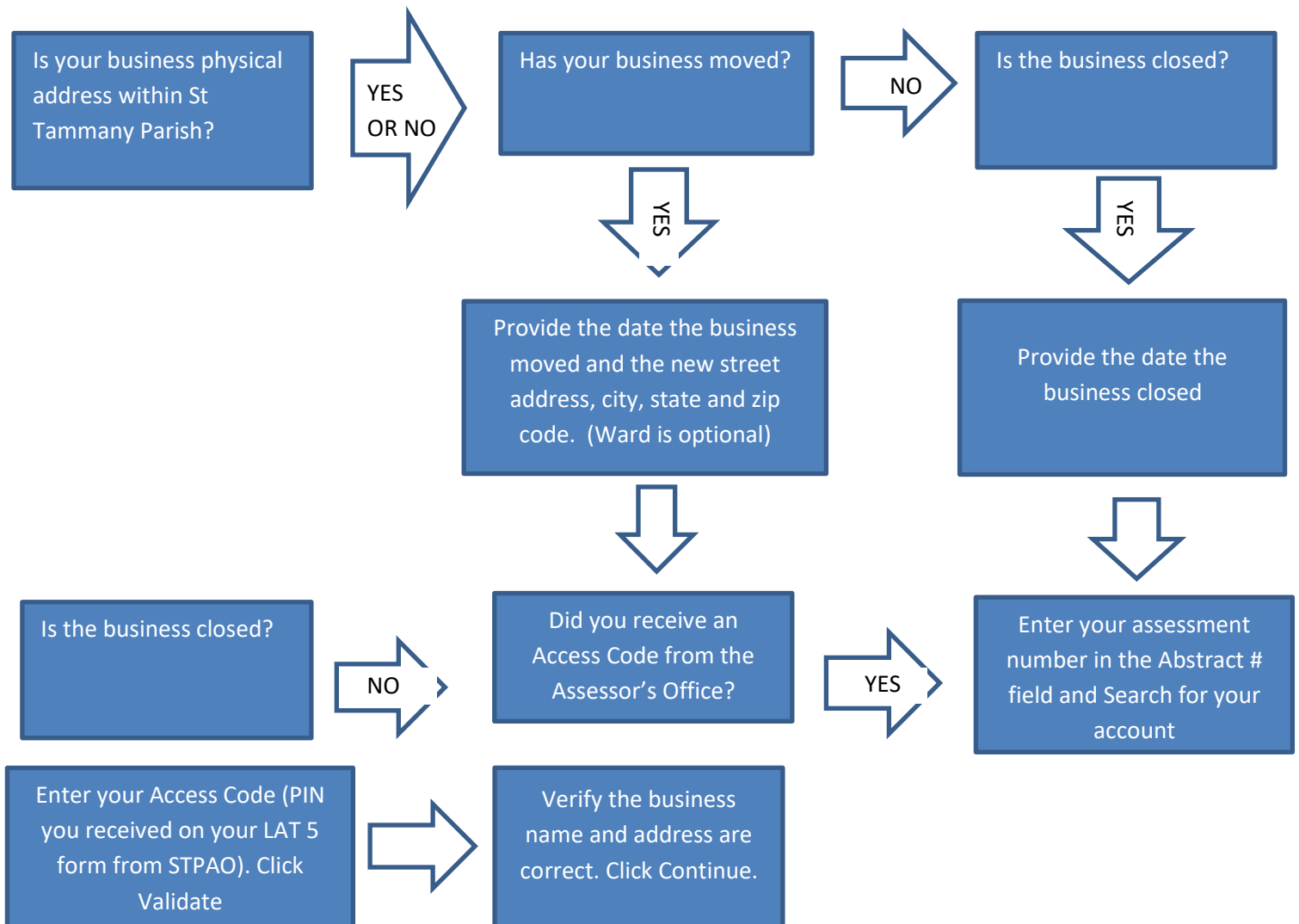
Instructions to complete the LAT-5 form are enclosed and found on our website at www.stpao.org/personal-property/

If you have any questions, please call 985-871-4540 between our office hours of 8:30-4:30 Monday-Friday to speak to any of our Personal Property representatives.

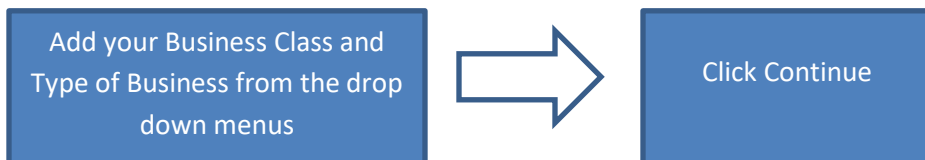
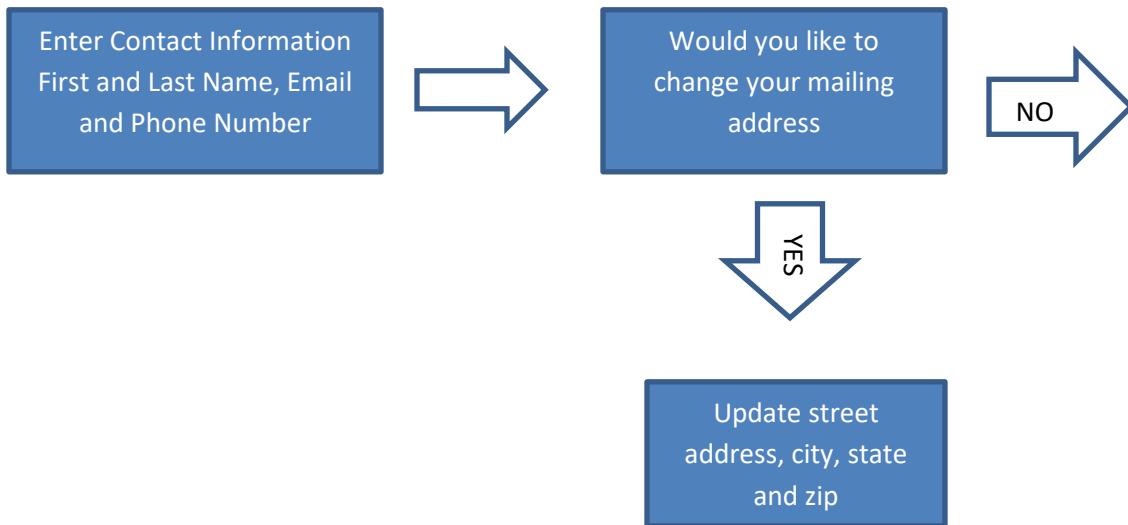
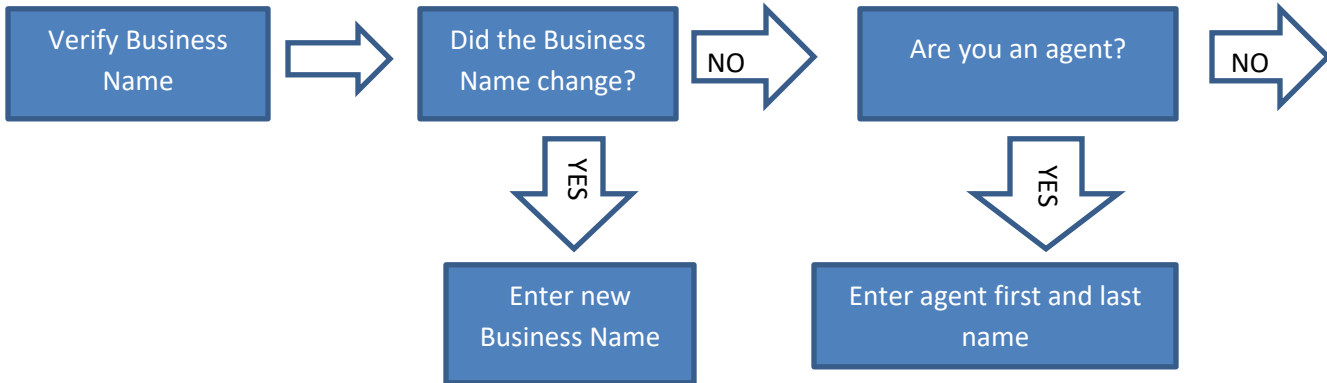
You can also email our office at: personalproperty@stpao.org.

Please read the instructions and click *Continue* at the bottom of the page to begin completing your LAT-5. You will need your Assessment Number and online PIN located on the LAT-5 form that was sent to you from STPAO to search for your account.

SECTION 2: ACCOUNT SEARCH



SECTION 3: BUSINESS DETAILS



SECTION 4: ASSETS

If you submitted your LAT-5 last year you will see your list of prior year assets here.

You will need to select a filing scheme:

- No change in assets
- Upload a CSV or XLSX that contains complete assets list or choose Manually to enter all assets
- Manually enter additions and disposals *only*

If you select to Upload a File:

Filing Scheme

Select a Filing Scheme: *

Upload a CSV or XLSX that contains complete asset list or Manually enter all assets



Upload a CSV or XLSX file to automatically fill your asset list

Upload File

Upload a File



Upload a CSV or XLSX file to automatically fill your asset list. For XLSX files, only data from the first sheet will be imported. All columns must be unique.

Expected Columns

Group *



Description

Year Acquired *



Acquisition Cost *



Drag and Drop or Click to Upload a File

Group = Furniture/Fixture, such as desks, chair, shelves, tables, file cabinets, etc.

Machinery/Equipment = computers, lawnmowers, refrigerators, tractor, forklift, etc.

Leasehold Improvement = flooring, build-outs, etc.,– renovations to a building that you lease only

Enter the *year* that you acquired each item on the spreadsheet and the *cost* of each item. You will tell the system where to obtain the data from your spreadsheet when you upload it.

Once it is saved you will see the list of assets and the Complete Assets and Total Assets will be updated to show the changes made.

Click *Continue*

If you select *Manually*, enter additions and disposal *only*:

Under *Additions* click the *+ Add Row* button to add any assets purchased in 2023.

Filing Scheme

Select a Filing Scheme: *

Manually enter additions and disposal Only X

Additions ↗ Expand Table

GROUP *	DESCRIPTION	YEAR ACQUIRED *	ACQUISITION COST *
+ Add Row			

For example:

If you wanted to add a desk that cost \$400 purchased last year, continue adding until all of your assets are in your *Total Assets* list.

Additions ↗ Expand Table

GROUP *	DESCRIPTION	YEAR ACQUIRED *	ACQUISITION COST *
OFFICE FURNITURE	desk	2023	\$400.00 Remove
+ Add Row			

Total Assets ↗ Expand Table

OFFICE FURNITURE

YEAR ACQUIRED	COST ON FILE	ADDITIONS	DISPOSALS	REVISED COST	YOY CHANGE
2023	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00
YEAR ACQUIRED	COST ON FILE	ADDITIONS	DISPOSALS	REVISED COST	YOY CHANGE
Grand Total	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00

If you have assets that you need to dispose of, click *+ Add Row* and enter the year it was acquired, select the *Group* and enter the *Acquisition Cost* of the item that you want to dispose of.

YOU CANNOT DISPOSE OF ALL ASSETS ON YOUR ASSESSMENT, IT WILL NOT BE ACCEPTED.

Click *Continue* when finished with all additions and disposals.

SECTION 5: INVENTORY

Inventory

Section 1

Method of Reporting

Select an Option

Inventories and Merchandise Assets		Expand Table
MONTH	TOTAL	
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		

Enter your monthly inventory. If you only have a yearly inventory, enter the total in December. Remember, if you only enter a yearly total that will also be the average.

If you have leased, loaned or rented assets please list the name, address, phone number, type of asset, age of asset and monthly rental amount under the next section.

Leased, Loaned or Rented Assets						Expand Table
NAME	ADDRESS	PHONE NUMBER	TYPE	ASSET AGE	MONTHLY RENTAL	
						Remove
+ Add Row						

If not, click *Continue*.

SECTION 6: FILE UPLOADS

File Uploads

Notes

Do you have any additional files to upload? *

Yes

No

If you have any notes that you would like to include on the LAT-5 please include them here.

You can also attach any additional documents here.

Do you have any additional files to upload? *

Yes

No

Please upload any additional document you may have (optional)

Select File

Once you have attached the File, select *Continue*.

If you do not wish to attach any documents, select *No* and then *Continue*.

SECTION 7: SUBMIT

Submit

I declare under the penalties for filing false reports (R.S. 14:125; up to 500.00 fine or imprisonment for one year or both, plus additional penalties defined in Act 2330B of 1989 Regular Session) that this return has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

NAME *

Your progress is saved when you continue.

Back

Submit

Type your Name and Submit your LAT-5.

Success

Dear Business Owner,

Thank you for successfully submitting your Personal Property Report (LAT-5) application. Your unique submission number is 6163057.

The appraiser assigned to your account may reach out to you with questions.

If you need to contact the Assessor's Office for assistance, please call 985-871-4540 or email personalproperty@stpao.org with your parcel information and application number details.

Sincerely,

St. Tammany Parish Assessor's Office

You will be notified via email through the process regarding the status of the LAT-5.

You can also log back in to Just Appraised anytime to obtain a copy of the document under *Uploads and Generated*.

Uploads and Generated

Generated Documents

LOUISIANA_PERSONAL_PROPERTY_FORM

St-Tammany-Parish-Personal-Property-Form-LAT-5-2024-01-12_19-27-13.pdf



[View](#)

Uploaded Documents

Notes

Do you have any additional files to upload?

No

LAT 5 - INVENTORY, MERCHANDISE, ETC.		20 24 PERSONAL PROPERTY TAX FORM				
RETURN TO: ST. TAMMANY PARISH ASSESSOR OFFICE P.O. BOX 52928 SHREVEPORT, LA 71135		NAME/ADDRESS (INDICATE ANY CHANGES) 				
CONFIDENTIAL	RS 47:2327: Forms filed by a taxpayer shall be used by the assessor, the governing authority and Louisiana Tax Commission solely for the purpose of administering this statute.	Legal Citation & Instructions: This report shall be filed with the assessor of the parish indicated by April 1st or within forty-five days after receipt, whichever is later, in accordance with RS 47:2324.				
PROPERTY LOCATION: <small>(E911/PHYSICAL ADDRESS)</small>		WARD: <small>02RF</small>	ASSESSMENT NUMBER: 			
NAME OF BUSINESS: OWNER OR CONTACT:		TYPE OF BUSINESS: PHONE:				
IMPORTANT!	<ul style="list-style-type: none"> AN ITEMIZED DEPRECIATION SCHEDULE, LISTING ASSETS (INCLUDING FULLY DEPRECIATED ITEMS AND/OR EXPENSED ITEMS) SHALL ACCOMPANY THIS REPORT. FIRMS HAVING 10 YEAR EXEMPTIONS SHALL COMPLETE FORM LAT 5A AND ATTACH TO THIS FORM. BANKS ONLY: ATTACH TO THIS REPORT A LIST OF SHAREHOLDERS AND A COPY OF YOUR CONSOLIDATED REPORT OF CONDITION AND CONSOLIDATED REPORT OF INCOME AS FURNISHED TO THE OFFICE OF FINANCE INSTITUTIONS OR TO THE COMPTROLLER OF CURRENCY AS OF DECEMBER 31ST. 					
<i>SHADED AREAS FOR ASSESSOR'S USE ONLY - USE ATTACHMENTS IF NECESSARY</i>						
SECTION 1 - INVENTORIES AND MERCHANDISE						
METHOD OF REPORTING: <input type="checkbox"/> LIFO <input type="checkbox"/> FIFO <input type="checkbox"/> COST <input type="checkbox"/> RETAIL <input type="checkbox"/> OTHER (EXPLAIN) _____						
	MERCHANDISE	RAW MATERIALS	WORK IN PROCESS	FINISHED GOODS	SUPPLIES AND/OR GOODS USED	TOTAL
JANUARY						
FEBRUARY						
MARCH						