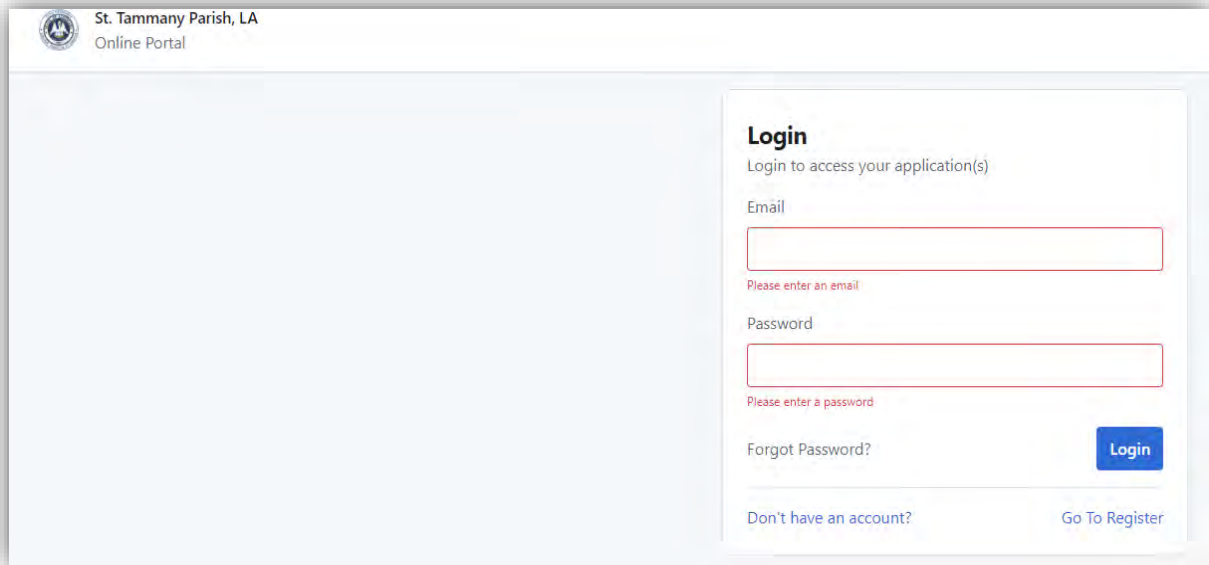


Go to the following link using Google Chrome to get started:

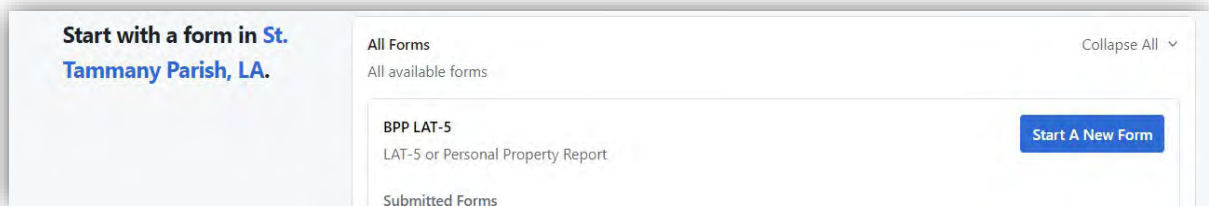
<https://taxpayer.justappraised.com/sttammanyparishla>



The screenshot shows the login page of the St. Tammany Parish, LA Online Portal. The page header includes the parish logo and the text "St. Tammany Parish, LA Online Portal". The main content area features a "Login" section with the instruction "Login to access your application(s)". Below this, there are two input fields: "Email" and "Password". The "Email" field has a red border and a red error message "Please enter an email" below it. The "Password" field also has a red border and a red error message "Please enter a password" below it. To the right of the "Password" field is a "Forgot Password?" link. At the bottom right of the login section is a blue "Login" button. Below the login section, there are two links: "Don't have an account?" and "Go To Register".

Login using your email and password.

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



The screenshot shows the "All Forms" section of the St. Tammany Parish, LA Online Portal. The section is titled "Start with a form in St. Tammany Parish, LA." and "All Forms". Below the title, there is a list of forms. The first form is "BPP LAT-5" with the description "LAT-5 or Personal Property Report". To the right of this form is a blue "Start A New Form" button. Below the list of forms, there is a "Submitted Forms" section. In the top right corner of the "All Forms" section, there is a "Collapse All" link with a dropdown arrow.

Once you login, click on **Start A New Form**.

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:

You were on the tax roll last year; or You are a new business and applied for an occupational license or sales tax license in St. Tammany Parish; or We have been notified of your business within St. Tammany Parish. If your business has closed before December 31, 2024, please indicate this in the appropriate section of the website.

You will have to select one of the REPORTING TYPE in this form:

- No Change: Select this option if there are no new assets to add and no assets have been disposed. Must show assets from Assessor's system above.
- Complete Asset Listing: Select this option if you would like to upload a formatted file containing all of the business's assets. Example) depreciation schedule.
  - Upload a CSV or XLSX: Required Information: For each item, include the acquisition year and cost on the spreadsheet. Asset Grouping: Use the following categories: Furniture/Fixtures (e.g., desks, chairs, tables), Machinery/Equipment (e.g., computers, tractors), Leasehold Improvements (e.g., flooring, leased space build-outs)
  - Manual Entry: To Add Assets: Click "+ Add Row" and enter details for each asset.
- Additions/Deletions: Select this option if you would like to manually enter and/or remove the business assets individually.
  - Additions: Use the Additions Table to manually add assets acquired between January 1 and December 31 of the previous year. In the Additions table, select "+ Add Row," then select the Group, enter the Year Acquired, and Acquisition cost to add an asset.
  - Deletions: Use the Disposals table to dispose of assets within the same time period. In the Disposals table, click "+ Add Row," select the asset group, enter the Year Acquired, and Acquisition Cost to delete an asset. Note: You cannot dispose of all assets in your assessment, as it will not be accepted.

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:

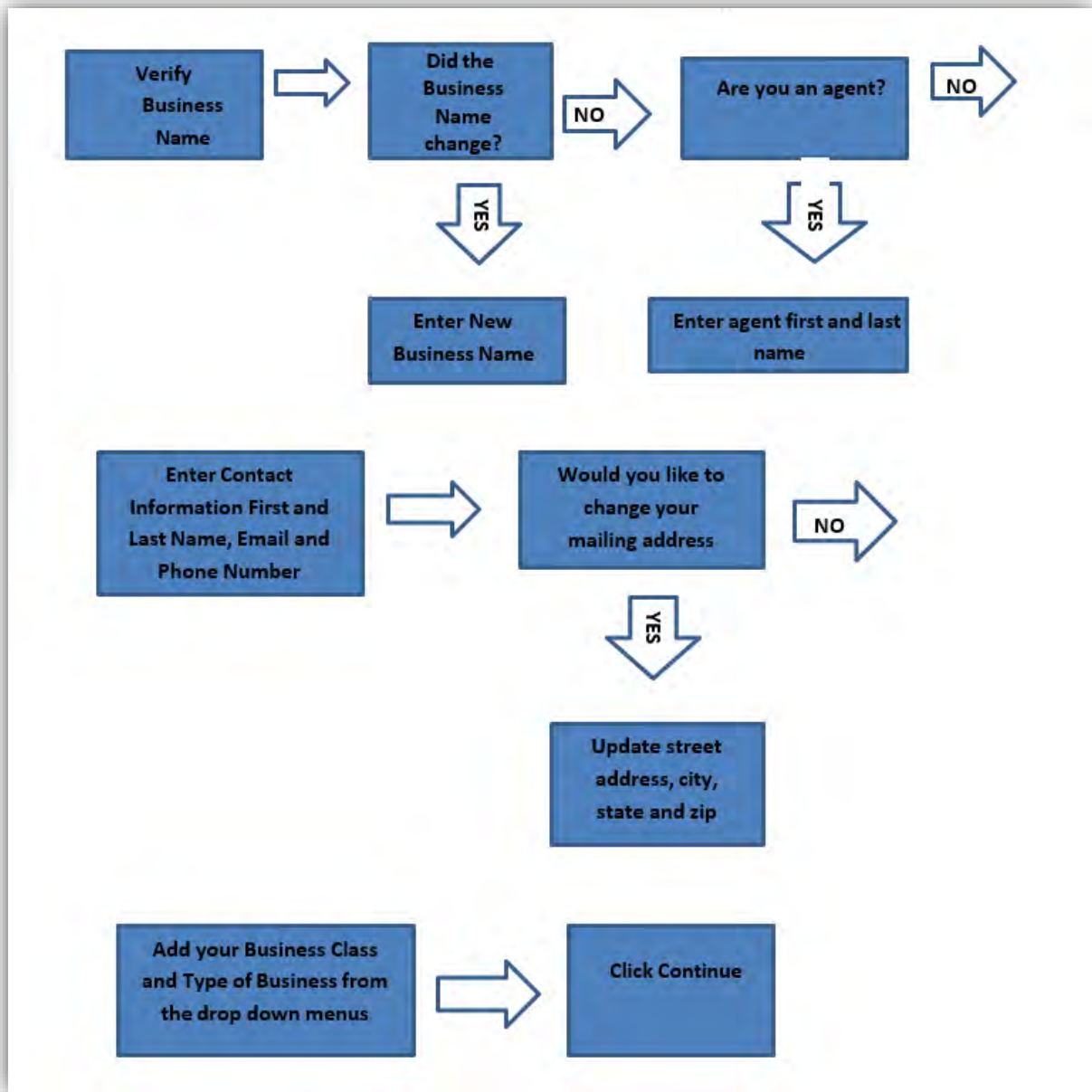
"All property subject to taxation, including merchandise or stock in trade, shall be placed upon the assessment lists in the respective parishes or districts where situated. Assessments shall be made on the basis of the condition of things existing on the first day of January of each year."

Please read the instructions and click Continue at the bottom of the page to begin completing your 2025 LAT-5.

You will need your assessment number and online pin from the LAT-5 that was sent to you via the STPAO to search for your accou



### Section 3: Business Details



#### Verify the Business Name.

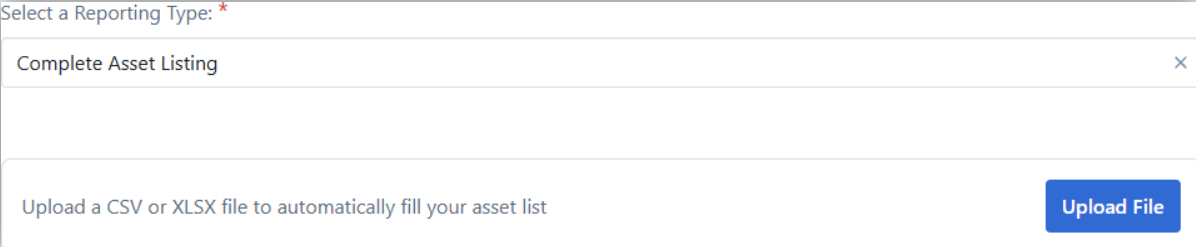
**Did the Business Name Change?** Enter New Business Name. Enter contact information: First and Last name, email address and phone number. If changing your mailing address, update the street address, city, state and zip. Add your business Class and Type from the drop-down menu. Click continue.

**Did the Business Name Change? Are you an Agent?** Enter First and Last name of the agent. If changing your mailing address, update the street address, city, state and zip. Add your business Class and Type from the drop-down menu. Click continue.

## Section 4: Assets

If you have submitted your LAT-5 in 2024 you will see your list of prior year assets here. You will need to select a REPORTING TYPE:

- No change in assets: Select this option if there are no new assets to add and no assets have been disposed. **Must show assets from Assessor's system above.**
- Complete Asset Listing: Select this option if you would like to upload a formatted file containing all of the business's assets. Example) depreciation schedule.
  - Upload a CSV or XLSX: Required Information: For each item, include the acquisition year and cost on the spreadsheet. Asset Grouping: Use the following categories: Furniture/Fixtures (e.g., desks, chairs, tables), Machinery/Equipment (e.g., computers, tractors), Leasehold Improvements (e.g., flooring, leased space build-outs)
  - Manual Entry: To Add Assets: Click "+ Add Row" and enter details for each asset.
- Additions/Deletions: Select this option if you would like to manually enter and remove the business assets individually.
  - Additions: Use the Additions Table to manually add assets acquired between January 1 and December 31 of the previous year. In the Additions table, select "+ Add Row", then select the Group, enter the Year Acquired, and Acquisition cost to add an asset.
  - Deletions: Use the Disposals table to dispose of assets within the same time period. In the Disposals table, click "+ Add Row,", select the asset group, enter the Year Acquired, and Acquisition Cost to delete an asset. Note: You cannot dispose of all assets in your assessment, as it will not be accepted.



The screenshot shows a dropdown menu titled "Select a Reporting Type: \*". The selected option is "Complete Asset Listing". Below the dropdown, there is a text prompt: "Upload a CSV or XLSX file to automatically fill your asset list" and a blue button labeled "Upload File".

If you select to Upload a 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 (examples: Desk, Chair, Shelves, Tables, File Cabinets, etc. Machinery/Equipment (Computers, Lawn Mowers, Refrigerator, 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 in the Complete Assets and Total Assets will be updated to show the changes made.

Click Continue

**You MUST either upload a file or add your assets manually if you select this option.**

If you select Manually enter additions and disposal Only:

Filing Scheme

Select a Filing Scheme: \*

Manually enter additions and disposal Only

Additions [Expand Table](#)

GROUP *	DESCRIPTION	YEAR ACQUIRED *	ACQUISITION COST *
<a href="#">+ Add Row</a>			

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

For example:

If you wanted to add a desk that cost \$400 purchased in 2023. 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 <a href="#">Remove</a>
<a href="#">+ Add Row</a>			

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
<a href="#">Grand Total</a>	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 (**make sure to scroll all the way down to enter each month**), 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

Leased, Loaned or Rented Assets [Expand Table](#)

NAME	ADDRESS	PHONE NUMBER	TYPE	ASSET AGE	MONTHLY RENTAL
					<a href="#">Remove</a>

[+ Add Row](#)

asset, age of asset and monthly rental amount under the next section.

If not, you can click Continue.

## Section 6: File Uploads

**File Uploads**

Notes

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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

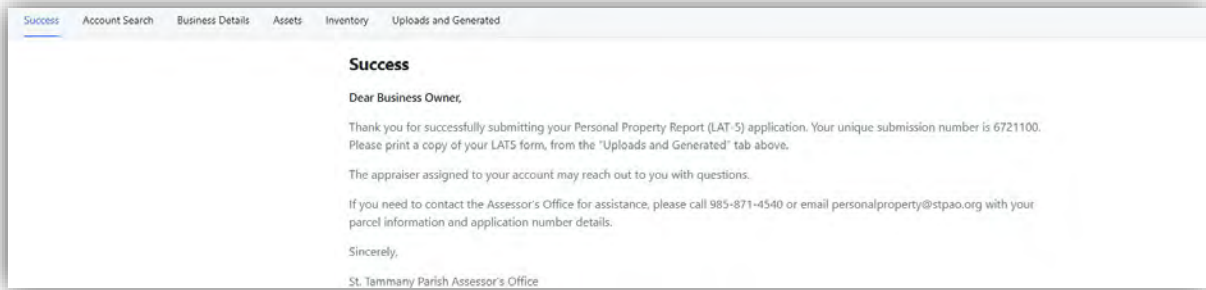
**Submit**

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 \*

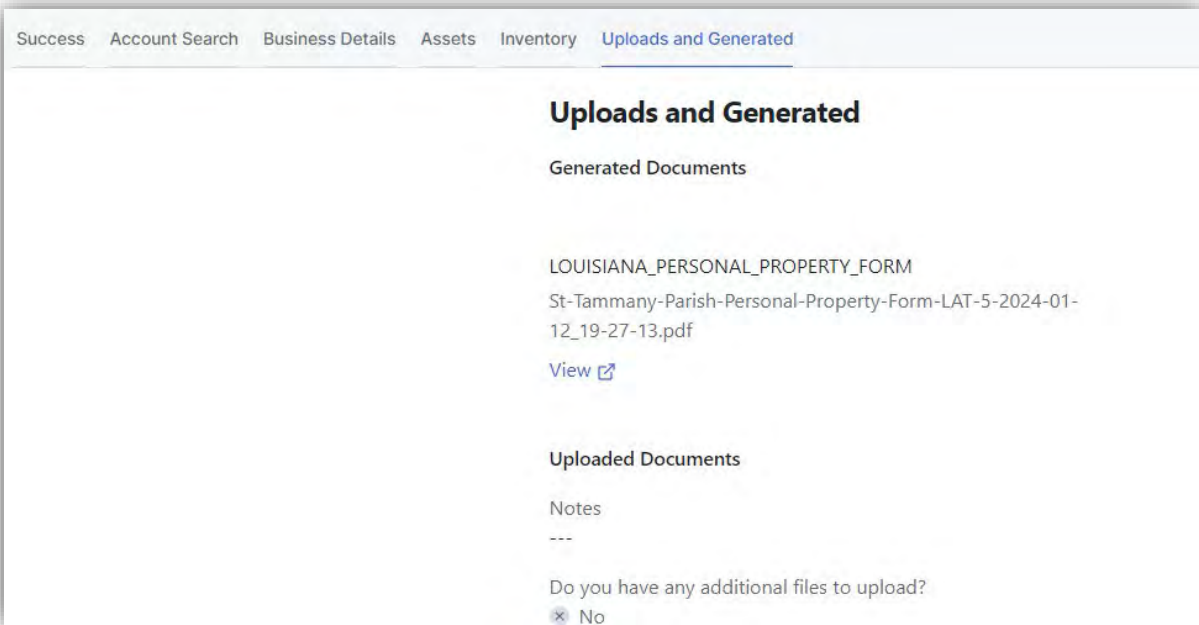
Your progress is saved when you continue. Back Submit

Type your Name and Submit your LAT-5.



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 LAT-5 under Uploads and Generated.**



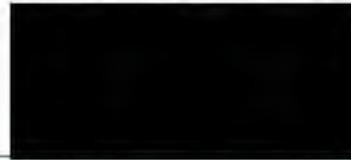
**LAT 5 - INVENTORY, MERCHANDISE, ETC.**

**20 24 PERSONAL PROPERTY TAX FORM**

RETURN TO:

ST. TAMMANY PARISH ASSESSOR OFFICE  
P.O. BOX 52828  
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:  
(E911/PHYSICAL ADDRESS)

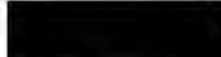


WARD: *U/M*

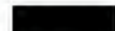
ASSESSMENT NUMBER:



NAME OF BUSINESS:  
OWNER OR CONTACT:



TYPE OF BUSINESS:  
PHONE:



**IMPORTANT!**

- 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 31<sup>ST</sup>.

SHADED AREAS FOR ASSESSOR'S USE ONLY - USE ATTACHMENTS IF NECESSARY

**SECTION 1 - INVENTORIES AND MERCHANDISE**

METHOD OF REPORTING:  LIFO  FIFO  COST  RETAIL  OTHER (EXPLAIN) \_\_\_\_\_

	MERCHANDISE	RAW MATERIALS	WORK IN PROCESS	FINISHED GOODS	SUPPLIES AND/OR GOODS USED	TOTAL
JANUARY						
FEBRUARY						
MARCH						
APRIL						