

Procedure for Submitting Comments

August 31, 2012: Interested parties are asked to submit written comments and presentations **ten days** before the hearing **due by September 10, 2012**. This lead time is requested to give the Ad Valorem Division time to review and study any information to be presented in the event the Division has any questions.

September 20, 2012: Public comment will be heard beginning at 9:00 am on the methodologies used in the Business Personal Property Schedule. Comments will be posted on the website following the meeting by October 3, 2012.

November 1, 2012: The Ad Valorem Division will post the Draft Business Personal Property Schedule on the website.

Ten Day Comment Period: Parties wishing to submit written comments on the draft may do so within the ten day period by November 10, 2012 (Day before Veteran's Day). These comments will be posted on the website and available to anyone who accesses the website.

December 1, 2012: The Ad Valorem Division posts its proposed changes to the Business Personal Property Schedule on the website. The entire schedule will not be reposted. Only those sections that the Division proposes to change or those sections where comments were received but the Division is not recommending a change will be re-posted.

Second Ten Day Comment Period: Parties wishing to submit written comments on the changes may do so within the ten day period by December 12, 2012. The Division will post all comments received during the second comment period.

January 2, 2013: Upon approval of the Oklahoma Tax Commissioners, The Business Personal Property Schedule for 2013 will be posted on the website and available for use. (Hard copies will not be printed for 2013, (The Schedule will only be available through the website.)

