



OKLAHOMA TAX COMMISSION AD VALOREM DIVISION



BULLETIN

DATE: December 22, 2009

NUMBER: 09-40

SUBJECT: Use of Business Personal Property Forms

DEAR COUNTY ASSESSOR:

The rendition period begins January 1, 2010, and the following is our recommendation for the best use of the Business Personal Property Rendition Form 901 and supporting Schedule 3-A form.

Upon review of the various Business Personal Property programs across the state, we have found counties that use both the OTC Form 901 **and** the General Asset Listing Form 904 Schedule 3-A receive the most complete return information.

The 904 Schedule 3-A provides for a complete listing of the individual assets, year acquired, and original cost. The 901 rendition form is a summary of the assets from the Schedule 3-A. Without both forms, the 901 rendition information is without a documented basis. The 904 Schedule 3 may also be used in addition to the 901 depending on the individual taxpayer.

The goal is to establish an accurate listing of taxable assets from year-to-year which accounts for additions and deletions in order to base the assessment on the most current information available.

If you have any questions concerning the use or explanation of the forms, please call Larry Rawlings at (405) 319-8200.

The current personal property rendition forms are available for download from the Oklahoma Tax Commission web site at: www.tax.ok.gov, ad valorem, general forms.

Sincerely,

Oklahoma Tax Commission

Kenny Chuculate, Deputy Director
Ad Valorem Division

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