

Erroll G. Williams
Orleans Parish Assessor's Office

P.O. Box 53406
New Orleans , LA 70153-3406

4E01 City Hall
New Orleans, LA 70112

Phone: 504-658-1350

LAT 5 INVENTORIES / MDSE, ETC.
SELF REPORTING - PERSONAL PROPERTY FORM

2013

IMPORTANT TAX FORMS ARE ENCLOSED



IMPORTANT
PROPERTY TAX SELF REPORTING
FORMS ENCLOSED

**NOTE: PENALTIES FOR FAILURE TO FILE THIS FORM INCLUDE WAIVER OF RIGHTS TO APPEAL
YOUR ASSESSMENT AND MAY INCLUDE A MONETARY PENALTY (RS 47:1992 & 2330)**

Need Assistance?

**AFTER YOU REVIEW THE ENCLOSED TAX FORMS AND YOU FEEL YOU NEED ASSISTANCE
PLEASE CALL YOUR ASSESSOR LISTED ABOVE. THANK YOU.**

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**FAILURE TO
COMPLETE AND RETURN
THIS FORM
WILL RESULT IN AN
INCREASED ASSESSMENT**

Instructions to Complete 2013 Personal Property Rendition Forms

Dear Taxpayer:

Enclosed is a Personal Property Rendition form for tax year **2013**. This form is mailed annually to all those engaged in business in Orleans Parish, including sole proprietorships, partnerships, corporations, and associations. RS:47:2325 requires that the Assessor annually deliver to each business a rendition form for completion and that it be returned to this office within 45 days after receipt or by **April 1, 2012**, whichever is later.

The information provided on this personal property rendition will be used to determine your 2013 assessment. RS:47:2329 provides that **if a taxpayer fails to return the properly completed form, the taxpayer forfeits the right to question or contest the assessment determined by the Assessor**. Should you choose not to complete this form, your assessment will be determined by this office based on the best available information and **will not be adjusted**.

Please verify the correctness of the business name, owner name, location and mailing address and make corrections on the form if necessary. To expedite processing, please **do not return this form incomplete**. Also, **do not mark "please handle for me", or "same as last year"**. **Please do not forget to sign the form**.

Section 1 refers to Inventory which should be listed by the monthly average. The value of inventory should be what it would cost to replace the inventory in its existing condition. **Sections 2, 3, and 4** relate to Furniture and Fixtures, Machinery and Equipment, and Leasehold Improvements respectively. Please list the acquisition cost and the year each item was purchased. **Items which are fully depreciated for federal income tax purposes or which have a zero "book value", but are still in your possession, must be reported and assessed**. If an asset was disposed of, it should be listed as disposed and identified as sold, traded, transferred or destroyed. An itemized schedule of all fixed assets must be included. Leasehold improvements made to the real estate you are renting should be listed in **Section 4**. To complete **Section 5**, list the names and mailing address of the owners of all consigned, leased, rented or borrowed items. **Any consigned, leased or borrowed assets not reported as such will be assumed to be owned by you and will be assessed to you**.

Leasing companies note that there are no longer seven assessors in Orleans Parish. You must report all assets in Orleans Parish to this office. Note also that assets in zip codes 70121 and 70123 must be reported to Jefferson Parish, not Orleans Parish.

Our 2013 tax rolls will be open from August 1, 2012 through August 15, 2012 for public inspection. Taxpayers can, at that time, verify assessments before they are certified and released to the City of New Orleans for preparation of the tax bills in late December 2012.

If you have questions or need assistance with completing your form, please do not hesitate to contact my office staff at 504-658-1350.

Sincerely,
Erroll G. Williams,
Orleans Parish Assessor

EGW/mjm
Enclosures

LAT 5 - INVENTORIES, MERCHANDISE, ETC....

CONFIDENTIAL: RS 47:2327: Forms by a taxpayer shall be used by 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.

SELF REPORTING - PERSONAL PROPERTY REPORT

YEAR 2013

RETURN TO: **ORLEANS PARISH ASSESSOR**
 P.O. Box 53406
 New Orleans , LA 70153-3406

WARD

BILL NO.

LOCATION ADDRESS: 911/Physical Address
 (INDICATE ANY CHANGES)

NAME/ADDRESS (INDICATE ANY CHANGES)

LOCATION ZIP

OWNER/CONTACT PERSON:

CONTACT'S PHONE:

FAX:

E-MAIL:

TYPE OF BUSINESS:

SQUARE FOOTAGES OF BUILDINGS:

IMPORTANT!

- AN ITEMIZED SCHEDULE LISTING ALL ASSETS, INCLUDING FULLY DEPRECIATED ITEMS AND/OR EXPENSED ITEMS, SHALL ACCOMPANY THIS REPORT.
- FIRMS HAVING 10 YEAR EXEMPTION SHALL COMPLETE FORM LAT 5A AND ATTACH TO THIS FORM.

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

SECTION 1 - INVENTORIES / MERCHANDISE AND COST OF GOODS USED

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						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

ASSESSED VALUE	GRAND TOTAL:	
	AVERAGE:	
	OVER	

