

# ST. MARTIN PARISH ASSESSOR'S OFFICE LAT-5 FORM INSTRUCTIONS



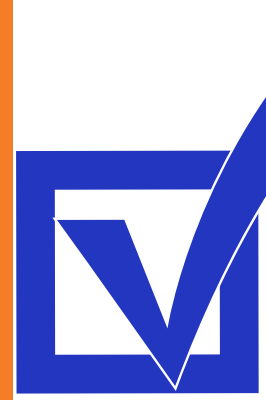
## **DUE DATE - APRIL 1st**

TO MAINTAIN YOUR RIGHT TO APPEAL, THIS FORM MUST BE RECEIVED BY THE ST. MARTIN PARISH ASSESSOR'S OFFICE ON OR BEFORE APRIL 1st.



## **DEPRECIATION SCHEDULE**

AN ITEMIZED DEPRECIATION SCHEDULE, INCLUDING FULLY DEPRECIATED ASSETS, SHOULD BE ATTACHED TO THE LAT-5.



## **CONTACT INFORMATION**

PLEASE ENSURE THE ADDRESS OR CONTACT INFORMATION ON THE FORM IS CORRECT. NOTE ANY CHANGES ON THE FORM. ADD OR CORRECT ANY AND ALL DBA (DOING BUSINESS AS) NAMES THAT ARE IN USE. IF YOUR BUSINESS HAS CLOSED OR REMOVED ALL PROPERTY FROM ST. MARTIN PARISH, PLEASE NOTE THE EFFECTIVE DATE OF THE CLOSURE, SIGN THE FORM & RETURN TO OUR OFFICE.



## **CONTACT US**

PLEASE CALL (337) 394-2208 or (337) 332-3538 FOR ASSISTANCE. WE ARE HERE TO HELP!

**VISIT OUR WEBSITE FOR MORE INFORMATION**

[WWW.STMARTINASSESSOR.ORG](http://WWW.STMARTINASSESSOR.ORG)

# ST. MARTIN PARISH ASSESSOR'S OFFICE

# INSTRUCTIONS

## PERSONAL PROPERTY - AD VALOREM TAX

TO ALL BUSINESS OWNERS, TAX AGENTS, ACCOUNTANTS, CPA'S, ETC:

AS MANDATED BY THE LOUISIANA STATE CONSTITUTION, FIND ENCLOSED A PERSONAL PROPERTY TAX REPORT FORM (LAT 5) FOR REPORTING PERSONAL PROPERTY (INVENTORIES/MERCHANDISE, MACHINERY & EQUIPMENT, AND MISCELLANEOUS PROPERTY, I.E. LEASEHOLD IMPROVEMENTS) USED FOR THE OPERATION OF A BUSINESS. ASSESSMENTS ON PERSONAL PROPERTY ARE BASED ON THE PREVIOUS YEARS OPERATIONS.

THE FOLLOWING INFORMATION IS REQUESTED AND MUST BE REPORTED ON THE ENCLOSED PERSONAL PROPERTY TAX REPORT (LAT 5):



**SECTION 1: INVENTORY AT COST FOR THE PRIOR YEARS 12 MONTHS PERIOD AND METHOD OF VALUING (SEE SECTION 1). IF YOU FILE A SCHEDULE A OR C WITH THE INTERNAL REVENUE SERVICE, PROVIDE A COPY WITH YOUR REPORT**



**SECTION 2, 3 & 4: OPERATING ASSETS GROUPED BY YEAR OF ACQUISITION AND ACQUISITION COST**



**SECTION 5: PROVIDE ON THE ATTACHED LEASED EQUIPMENT FORM THE NAMES AND ADDRESSES OF THE COMPANY/COMPANIES OR INDIVIDUALS AND DESCRIPTION OF ANY PERSONAL PROPERTY WHICH YOU MAY HAVE ON CONSIGNMENT, LEASED, LOANED OR RENTED. ANY CONSIGNED GOODS OR LEASED EQUIPMENT NOT REPORTED AS SUCH WILL BE ASSUMED TO BE OWNED BY YOU AND ASSESSED ACCORDINGLY. IF YOU ARE A LEASING COMPANY, IN ADDITION TO THIS, INCLUDE THE LESSEE'S NAME AND PHYSICAL LOCATION OF THE PROPERTY.**

**NOTE: FAILURE TO COMPLETE AND RETURN THIS REPORT WILL RESULT IN AN INCREASED ASSESSMENT OF YOUR ASSETS AND THEREFORE INCREASED TAXES AND ALSO WILL RESULT IN YOUR LOSING ALL RIGHTS WHICH YOU MAY HAVE IN CONTESTING THE CORRECTNESS OF THE ASSESSMENT.**

*R. Todd Dugas, CLA*

*Assessor, Parish of St. Martin*

## CONTACT US FOR MORE INFORMATION

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(337) 394-2208 \* (337) 332-3538