

**Tax Year 2017**  
**OTC**  
**901**

Revised 7-2016

**State of Oklahoma**  
**BUSINESS PERSONAL PROPERTY RENDITION**

**Tulsa County**



Return to County Assessor - Filing Date: January 1 - Delinquent Penalties after March 15

(918) 596-5153

Ken Yazel, Tulsa County Assessor, ATTN: Business Personal Property Dept., 500 S. Denver Ave., Suite 215, Tulsa, OK 74103

RE# 75253-55-55-12345 PP# P00000596001234 T-9A



Phone Number (918) 252-1157  
Email Address oklahoma@oklahoma.com

Owner/DBA Doug Anderson  
Sample Oklahoma 901

Mailing Address 9719 S 92 E Ave  
Tulsa, OK 74133

**REPORT ONLY TANGIBLE ASSETS**

FEIN 73-1112222  
Type of Business Software Programming  
North American Industry Classification System 7 2 3 8 3 2  
Are other businesses included in this rendition?  Yes  No  
If yes, please list: Other businesses listed here ...  
Physical location if different from mailing address  
94132 South 92nd East Avenue, Tulsa OK 55555-5555  
Name and number of person to contact for audit purposes (optional):  
Sue Jones (918) 555-1212 Ext 1234

Part One: Start Here

Are you renting or leasing this business location?  Yes  No  
If yes, do you own any real estate improvements at this location?  Yes  No  
When did you start business at this location? Date: 07/01/1995

Are you still in business at this location?  Yes  No  
If no, do you still own the business personal property?  Yes  No  
Business was renamed from 'Old business name' to 'Sample Oklahoma 901' on 6/5/2014  
Date Disposed/Sold: \_\_\_\_\_  
If disposed or sold, stop here. Sign and return.

**PART TWO: OKLAHOMA TAXABLE FIXED ASSETS, FROM FORM 904 SCHEDULE 3 OR 3A**

DESCRIPTION	Beginning Total Original Cost or RCN Not Book Value	Additions to Total Original Cost or RCN Not Book Value	Deletions to Total Original Cost or RCN Not Book Value	Ending Total Original Cost or RCN Not Book Value	Assessor Use	
					Reconciled	Assessed Value
Leasehold Improvement Original Cost	500	400		900		
Furniture and Fixtures Original Cost	10,750	950	500	11,200		
Electronic Equipment Original Cost	2,995	2,245		5,240		
Computer Equipment Original Cost	19,800	2,105		21,905		
Machinery Equipment Original Cost	500	3,300		3,800		
Forklifts and Construction Original Cost	8,300	600		8,900		
Tooling, Dies and Molds Original Cost	1,950	4,560	700	5,810		
Other Assets and Trade Tools Original Cost	1,200	800		2,000		
* Leased to Others Original Cost		1,200		1,200		
* Leased from Others Original Cost (See Instructions)						
* See Instructions						
			<b>→ Total Fixed Assets →</b>	<b>\$ 60,955</b>	<b>Total</b>	<b>Total</b>

**PART THREE: OKLAHOMA TAXABLE INVENTORY**

**Inventories**

Total supplies, parts, equipment, etc. stored and/or not currently in use including raw materials, work in progress, finished goods, etc.

Average Inventory (From Part 6)	16,372
Less Freeport Exemption (Form 901-F)	— 4,815
Consignment and/or Floorplan Inventory	+ 1,200

**Net Taxable Inventory = \$ 12,757**

Net Inventory	
Total Assessed	
Penalty	
Total Net	
Date Filed	____/____/____
Assessment %	School District

State of Oklahoma - County of Tulsa  
I, Henry James III, under penalties of perjury, do hereby depose and say that I am President of Sample Oklahoma 901 company; that as such I am acquainted with the books, accounts, and affairs of said company and know that the accompanying statement to be true, correct, and complete, and that all information requested herein has been fully and correctly given. (68 O.S. Section 2945 provides penalties for false oaths)

Don't Forget to Sign



Signature of preparer if other than taxpayer	04/10/2017	123 CPA Avenue - Accountant City, OK 55555
Signature of taxpayer	04/10/2017	1234567 (918) 555-1212 Ext 1234

(John Doe Company)  
Preparer's identification number  
Preparer's phone number



Name of Business .....: Sample Oklahoma 901 (Doug Anderson)  
 Address .....: 9719 S 92 E Ave - Tulsa, OK 74133  
 Personal Property Acct #: P00000596001234

**PART FOUR: ADDITIONS DURING THE REPORTING YEAR**

Item Number	Leasehold Improvement	Year Acquired		Total Original Cost or RCN
		New	Used	
34	Repaired sign	2016		225
39	Curb put in	2016		175
Total LI Additions acquired in 2016 ->				<b>\$400</b>

**Total Additions for Leasehold Improvement \$400**

Item Number	Furniture and Fixtures	Year Acquired		Total Original Cost or RCN
		New	Used	
19	Receptionist desk	2016		350
29	Couch	2016		100
37	Misc furniture		2016	500
Total F&F Additions acquired in 2016 ->				<b>\$950</b>

**Total Additions for Furniture and Fixtures \$950**

Item Number	Electronic Equipment	Year Acquired		Total Original Cost or RCN
		New	Used	
16	Blueprinting machine	2016		2,100
35	Copier	2016		145
Total EE Additions acquired in 2016 ->				<b>\$2,245</b>

**Total Additions for Electronic Equipment \$2,245**

Item Number	Computer Equipment	Year Acquired		Total Original Cost or RCN
		New	Used	
15	Printer table	2016		55
21	Dell Dimension 8200	2016		2,050
Total CE Additions acquired in 2016 ->				<b>\$2,105</b>

**Total Additions for Computer Equipment \$2,105**

Item Number	Machinery and Equipment	Year Acquired		Total Original Cost or RCN
		New	Used	
17	Standard lathe		2016	3,300

**Total Additions for Machinery and Equipment \$3,300**

Item Number	Forklifts and Construction	Year Acquired		Total Original Cost or RCN
		New	Used	
10	Tires for forklift		2016	600

**Total Additions for Forklifts and Construction \$600**

Item Number	Tooling, Dies, and Molds	Year Acquired		Total Original Cost or RCN
		New	Used	
18	Various molds for proto-typing	2016		4,400
26	Power drill	2016		160
Total TDM Additions acquired in 2016 ->				<b>\$4,560</b>

**Total Additions for Tooling, Dies, and Molds \$4,560**

Item Number	Other Assets and Trade Tools	Year Acquired		Total Original Cost or RCN
		New	Used	
9	Misc tools, wrenches, screwdrivers etc	2016		800

**Total Additions for Other Assets and Trade Tools \$800**



Name of Business .....: Sample Oklahoma 901 (Doug Anderson)  
 Address .....: 9719 S 92 E Ave - Tulsa, OK 74133  
 Personal Property Acct #: P00000596001234

**PART FOUR: ADDITIONS DURING THE REPORTING YEAR**

Item Number	Leased To Others	Year Acquired		Total Original Cost or RCN
		New	Used	
7	Leased old chairs to Dairy Queen	2016		900
	<b>Lease Information</b>	Asset Type : Furniture Age of Asset : 1 years Lease Term : 36 months                      Payment : \$500		
	Lessee Name : Lesse Name here Address : lessee's address Phone : lessee's phone			
20	Leased mapping machine to Ralph		2016	300
	<b>Lease Information</b>	Asset Type : Map type asset. Not sure Age of Asset : 8 years Lease Term : 2 years                      Payment : \$75		
	Lessee Name : Ralph Smith Address : 333 Smith lane Phone : (918) 232-3232			
Total LTO Additions acquired in 2016 ->				<b>\$1,200</b>

**Total Additions for Leased To Others** \$1,200

Item Number	Leased From Others	Year Acquired		Total Original Cost or RCN
		New	Used	
5	Dell Dimension Computer	2012		
	<b>Lease Information</b>	Asset Type : Bob's asset type Age of Asset : 5 years Lease Term : monthly                      Payment : \$250 First Year of Lease : 2012		
	Owner Name : Bob Henderson Address : 123 Bobby Street Phone : (918) 252-1234			

**Total Additions for Leased From Others**

**Total Additions for Tax Year 2017** → \$16,160

**PART FIVE: DELETIONS DURING THE REPORTING YEAR**

Item Number	Furniture and Fixtures	Year Acquired		Total Original Cost or RCN
		New	Used	
11	Fat Freddy's Furniture		2009	500
Total Deletions for Furniture and Fixtures				<b>\$500</b>

Item Number	Tooling, Dies, and Molds	Year Acquired		Total Original Cost or RCN
		New	Used	
6	Mold #4823	2015		700
Total Deletions for Tooling, Dies, and Molds				<b>\$700</b>

**Total Deletions for Tax Year 2017** → \$1,200

For Additions & Deletions, subtotals are printed within each category if there is more than one asset listed for the same year.

**PART SIX: MONTHLY INVENTORY**

January	February	March	April	May	June	Average
6,333	2,000		400			
July	August	September	October	November	December	
78,000		9,000			2,500	<b>16,372</b>

**Tax Year 2017**  
**OTC**  
**904-A**  
**Schedule 3-A**  
 Revised 7-2016

**State of Oklahoma**  
**ASSET LISTING (GROUPED)**



Taxpayers filing in **TULSA** County: Must complete this schedule listing like or similar items grouped by description, year of acquisition and original cost and class. This schedule to be filed with completed OTC Form 901 rendition.

Name of Business: Sample Oklahoma 901 (Doug Anderson) Phone: (918) 252-1157  
 Address .....: 9719 S 92 E Ave - Tulsa, OK 74133  
 Personal Property Account Number: P00000596001234 Email Address: oklahoma@oklahoma.com

REPORT ONLY TANGIBLE ASSETS						ASSESSORS USE ONLY				
Item Number	Leasehold Improvement	Year Acquired		Original Cost		LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used							
34	Repaired sign	2016		225						
39	Curb put in	2016		175						
					<b>\$400</b> < Total LI acquired in 2016					
1	New sign	2015		500						
					<b>\$500</b> < Total LI acquired in 2015					
<b>Leasehold Improvement Total</b>				<b>\$900</b>	<b>Ttl</b>					
Item Number	Furniture and Fixtures	Year Acquired		Original Cost		LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used							
19	Receptionist desk	2016		350						
29	Couch	2016		100						
37	Misc furniture		2016	500						
					<b>\$950</b> < Total F&F acquired in 2016					
12	Old Mahogany desk		2015	10,000						
					<b>\$10,000</b> < Total F&F acquired in 2015					
28	Lamps		2014	250						
					<b>\$250</b> < Total F&F acquired in 2014					
<b>Furniture and Fixtures Total</b>				<b>\$11,200</b>	<b>Ttl</b>					
Item Number	Electronic Equipment	Year Acquired		Original Cost		LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used							
16	Blueprinting machine	2016		2,100						
35	Copier	2016		145						
					<b>\$2,245</b> < Total EE acquired in 2016					
40	CAD Drafting table		2014	2,995						
					<b>\$2,995</b> < Total EE acquired in 2014					
<b>Electronic Equipment Total</b>				<b>\$5,240</b>	<b>Ttl</b>					
Item Number	Computer Equipment	Year Acquired		Original Cost		LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used							
15	Printer table	2016		55						
21	Dell Dimension 8200	2016		2,050						
					<b>\$2,105</b> < Total CE acquired in 2016					
14	Disk Server		2015	200						
					<b>\$200</b> < Total CE acquired in 2015					
13	Nine Dell computers		2013	19,500						
					<b>\$19,500</b> < Total CE acquired in 2013					
2	RadioShack TRS-III		2009	100						
					<b>\$100</b> < Total CE acquired in 2009					
<b>Computer Equipment Total</b>				<b>\$21,905</b>	<b>Ttl</b>					
Item Number	Machinery and Equipment	Year Acquired		Original Cost		LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used							
17	Standard lathe		2016	3,300						
					<b>\$3,300</b> < Total M&E acquired in 2016					
3	Brookings sheet bender - model 100A		2015	500						
					<b>\$500</b> < Total M&E acquired in 2015					
<b>Machinery and Equipment Total</b>				<b>\$3,800</b>	<b>Ttl</b>					

**Tax Year 2017**  
**OTC**  
**904-A**  
**Schedule 3-A**  
 Revised 7-2016

**State of Oklahoma**  
**ASSET LISTING (GROUPED)**



**Taxpayers filing in TULSA County:** Must complete this schedule listing like or similar items grouped by description, year of acquisition and original cost and class. This schedule to be filed with completed OTC Form 901 rendition.

Name of Business: Sample Oklahoma 901 (Doug Anderson) Phone: (918) 252-1157  
 Address: 9719 S 92 E Ave - Tulsa, OK 74133  
 Personal Property Account Number: P00000596001234 Email Address: oklahoma@oklahoma.com

REPORT ONLY TANGIBLE ASSETS					ASSESSORS USE ONLY				
Item Number	Forklifts and Construction	Year Acquired		Original Cost	LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used						
10	Tires for forklift		2016	600					
<b>\$600</b> < Total F&C acquired in 2016									
42	CASE forklift		2013	8,300					
<b>\$8,300</b> < Total F&C acquired in 2013									
<b>Forklifts and Construction Total</b>				<b>\$8,900</b>				Ttl	
Item Number	Tooling, Dies, and Molds	Year Acquired		Original Cost	LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used						
18	Various molds for proto-typing		2016	4,400					
26	Power drill		2016	160					
<b>\$4,560</b> < Total TDM acquired in 2016									
27	Hammer and tong set		2015	1,250					
<b>\$1,250</b> < Total TDM acquired in 2015									
<b>Tooling, Dies, and Molds Total</b>				<b>\$5,810</b>				Ttl	
Item Number	Other Assets and Trade Tools	Year Acquired		Original Cost	LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used						
9	Misc tools, wrenches, screwdrivers etc		2016	800					
<b>\$800</b> < Total OATT acquired in 2016									
41	Multi-rack CD burner/labler		2012	1,200					
<b>\$1,200</b> < Total OATT acquired in 2012									
<b>Other Assets and Trade Tools Total</b>				<b>\$2,000</b>				Ttl	
Item Number	Leased To Others	Year Acquired		Original Cost	LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used						
7	Leased old chairs to Dairy Queen		2016	900					
	<b>Lease Information</b>			Asset Type : Furniture Age of Asset : 1 years Lease Term : 36 months Payment : \$500					
20	Leased mapping machine to Ralph		2016	300					
	<b>Lease Information</b>			Asset Type : Map type asset. Not sure Age of Asset : 8 years Lease Term : 2 years Payment : \$75					
<b>\$1,200</b> < Total LTO acquired in 2016									
<b>Leased To Others Total</b>				<b>\$1,200</b>				Ttl	
Item Number	Leased From Others	Year Acquired		Original Cost	LIFE YEARS	% GOOD	FACTOR	RCLND	
		New	Used						
4	Dell Dimension		2015	0					
	<b>Lease Information</b>			Asset Type : Computer Age of Asset : 2 years Lease Term : 2 years Payment : \$25 First Year of Lease : 2015					
<b>\$0</b> < Total LFO acquired in 2015									
5	Dell Dimension Computer		2012	0					
	<b>Lease Information</b>			Asset Type : Bob's asset type Age of Asset : 5 years Lease Term : monthly Payment : \$250 First Year of Lease : 2012					
<b>\$0</b> < Total LFO acquired in 2012									
<b>Leased From Others Total</b>				<b>\$0</b>				Ttl	
<b>Asset Grand Totals</b>				<b>\$60,955</b>					

29 assets

<b>Tax Year 2017</b> <b>OTC</b> <b>901-F</b> <small>Revised 11-2016</small>	<b>State of Oklahoma</b> <b>FREEPORT EXEMPTION DECLARATION</b> <b>Tulsa County</b> <small>Return to County Assessor - Filing Date: January 1 - March 15</small>
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NAME AND ADDRESS		USE CURRENT YEAR FORM
Firm Name .....	Other firm name used for Freeport Exemption	School District  T-9A
Property Address :	94132 South 92nd East Avenue, Tulsa OK 55555-5555	
Mailing Address ...	123 S 92 E Ave, Tulsa OK 74133	
Phone Number ...:	(918) 252-1157      Email Address :    oklahoma@oklahoma.com	

This is a statement of goods, wares, and merchandise exempt from taxation under Article X, Section 6A of the Oklahoma Constitution. Please note that inventory costs must include raw material, work in progress, finished goods, consigned and floor planned merchandise.

**COST OF GOODS SOLD**

1	Beginning inventory in Oklahoma	\$	78,000
2	Add: Total purchases for Oklahoma Inventory	\$	9,000
3	Add: Incoming freight charges related to line 2	\$	300
4	Add: Other cost (work in process, labor, and/or other related overhead)	\$	650
5	Less: Ending inventory in Oklahoma	\$	
6	Cost of goods sold (Sum of lines 1, 2, 3, and 4 - minus line 5)	\$	87,950

**AVERAGE INVENTORY**

7	Monthly inventory (Enter 0 for the months with no inventory)						
	January 6,333	February 2,000	March 0	April 400	May 0	June 0	
	July 78,000	August 0	September 9,000	October 0	November 0	December 2,500	
8	Total Inventory (Sum of the preceding months)					\$	98,233
9	Average Inventory (line 8 divided by number of months in Oklahoma)					\$	16,372
10	Inventory turns per year (line 6 divided by line 9)					\$	5.3720
11	Months required for turnover (12 months divided by line 10) <b>Note: If line 11 is more than 9.0, the exemption is not allowed.</b>					\$	2.2338

**PURCHASES FOR OKLAHOMA INVENTORY**

12	Total purchases for Oklahoma inventory (from line 2)	\$	9,000
13	Less: Inventory purchases from Oklahoma vendors	\$	4,000
14	Inventory purchased from out-of-state vendors (line 12 minus line 13)	\$	5,000
15	Percent of out-of-state purchases (line 14 divided by line 12)	\$	55.56 %

**SALES FROM OKLAHOMA INVENTORY**

16	Total sales from Oklahoma inventory	\$	8,500
17	Less: Sales within Oklahoma	\$	6,000
18	Sold and shipped out-of-state (line 16 minus line 17)	\$	2,500
19	Percent of out-of-state sales (line 18 divided by line 16)	\$	29.41 %

**FREEPORT EXEMPTION**

20	Average inventory (from line 9)	\$	16,372
21	Less: Amount exempt (lower of line 15 or line 19 x line 20)	\$	<b>4,815</b>
22	Inventory amount not exempt	\$	11,557

**All the above described property is located in Tulsa County, Oklahoma.**

I, the undersigned officer of the above named company, corporation, or business concern do hereby declare under oath as provided by Oklahoma Statutes that the above schedule and statements have been examined by me and to the best of my knowledge and belief is a true and complete return, made in good faith, for the taxable year stated.

Signature \_\_\_\_\_ Title President Date 04/10/2017

**FORM 901/901P - Other Information****TAX YEAR 2017**

Name of Business .....: Sample Oklahoma 901 (Doug Anderson)  
Address .....: 9719 S 92 E Ave - Tulsa, OK 74133  
Personal Property Acct # .....: P00000596001234

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Usable Square Footage .....: 4000  
Number of Units .....: 4  
Strip Center or Office Building: Remington Towers III  
Other Information .....: Several assets were moved to this location from our Sapulpa plant. Please contact us if you have any questions.





Sample Oklahoma 901 (Doug Anderson)  
 9719 S 92 E Ave - Tulsa, OK 74133

**Asset Listing**  
 Cross-Tab Summary by Category & Year

**Tax  
 Year  
 2017**

**Asset Costs for years 2016 to 2000**

Year	Totals	Computer Equipment	Electronic Equipment	Forklifts and Construction	Furniture and Fixtures	Leased To Others	Leasehold Improvement	Machinery and Equipment	Other Assets and Trade Tools	Tooling, Dies, and Molds
2016	16,160	2,105	2,245	600	950	1,200	400	3,300	800	4,560
2015	12,450	200			10,000		500	500		1,250
2014	3,245		2,995		250					
2013	27,800	19,500		8,300						
2012	1,200								1,200	
2009	100	100								
<b>Totals</b>	<b>60,955</b>	<b>21,905</b>	<b>5,240</b>	<b>8,900</b>	<b>11,200</b>	<b>1,200</b>	<b>900</b>	<b>3,800</b>	<b>2,000</b>	<b>5,810</b>

Sample Oklahoma 901 (Doug Anderson)  
 9719 S 92 E Ave - Tulsa, OK 74133

**Asset Listing**  
 Cross-Tab Summary by Category & Year

**Tax  
 Year  
 2017**

**Fair Market Values of All Assets (calculated)**

Year	Totals	Computer Equipment	Electronic Equipment	Forklifts and Construction	Furniture and Fixtures	Leased To Others	Leasehold Improvement	Machinery and Equipment	Other Assets and Trade Tools	Tooling, Dies, and Molds
2016	10,651	1,790	1,953	138	659	825	368	990	736	3,192
2015	5,405	40			3,900		420	420		625
2014	1,782		1,707		75					
2013	10,033	6,630		3,403						
2012	696								696	
2009	20	20								
<b>Totals</b>	<b>28,587</b>	<b>8,480</b>	<b>3,660</b>	<b>3,541</b>	<b>4,634</b>	<b>825</b>	<b>788</b>	<b>1,410</b>	<b>1,432</b>	<b>3,817</b>

Calculations are based on Cost, Age, Life and PV%

Item#	Description	Year Acq	New/Used -Age	L F	PV %	Cost	Calced FMV	Manual FMV	Category
<b>Computer Equipment</b>									
15	Printer table	2016	N-1	5	85	55	47		Computer Equipment
21	Dell Dimension 8200	2016	N-1	5	85	2,050	1,743		Computer Equipment
<b>Total for 2016</b>						<b>2,105</b>	<b>1,790</b>		
14	Disk Server	2015	U-7	5	20	200	40		Computer Equipment
13	Nine Dell computers	2013	N-4	5	34	19,500	6,630		Computer Equipment
2	RadioShack TRS-III	2009	N-8	5	20	100	20		Computer Equipment
<b>Total Cost for Computer Equipment</b>						<b>\$21,905</b>	<b>\$8,480</b>		
<b>Electronic Equipment</b>									
16	Blueprinting machine	2016	N-1	6	87	2,100	1,827		Electronic Equipment
35	Copier	2016	N-1	6	87	145	126		Electronic Equipment
<b>Total for 2016</b>						<b>2,245</b>	<b>1,953</b>		
40	CAD Drafting table	2014	N-3	6	57	2,995	1,707		Electronic Equipment
<b>Total Cost for Electronic Equipment</b>						<b>\$5,240</b>	<b>\$3,660</b>		
<b>Forklifts and Construction</b>									
10	Tires for forklift	2016	U-6	6	23	600	138		Forklifts and Construction
42	CASE forklift	2013	N-4	6	41	8,300	3,403		Forklifts and Construction
<b>Total Cost for Forklifts and Construction</b>						<b>\$8,900</b>	<b>\$3,541</b>		
<b>Furniture and Fixtures</b>									
19	Receptionist desk	2016	N-1	10	92	350	322		Furniture and Fixtures
29	Couch	2016	N-1	10	92	100	92		Furniture and Fixtures
37	Misc furniture	2016	U-6	10	49	500	245		Furniture and Fixtures
<b>Total for 2016</b>						<b>950</b>	<b>659</b>		
12	Old Mahogany desk	2015	U-7	10	39	10,000	3,900		Furniture and Fixtures
28	Lamps	2014	U-8	10	30	250	75		Furniture and Fixtures
<b>Total Cost for Furniture and Fixtures</b>						<b>\$11,200</b>	<b>\$4,634</b>		
<b>Leased From Others</b>									
4	Dell Dimension	2015	N-2						Leased From Others
	Lease/Consignment Info:	Bev Anderson, 325 Anderson Street, (405) 111-3333 Term : 2 years      Payment/Rent : \$25      First Year of Lease : 2015      Age: 2							
5	Dell Dimension Computer	2012	N-5						Leased From Others
	Lease/Consignment Info:	Bob Henderson, 123 Bobby Street, (918) 252-1234 Term : monthly      Payment/Rent : \$250      First Year of Lease : 2012      Age: 5							
<b>Total Cost for Leased From Others</b>									
<b>Leased To Others</b>									
7	Leased old chairs to Dairy Queen	2016	N-1	5	85	900	765		Leased To Others
	Lease/Consignment Info:	Lessee Name here, lessee's address, lessee's phone Term : 36 months      Payment/Rent : \$500      Age: 1							
20	Leased mapping machine to Ralph	2016	U-6	5	20	300	60		Leased To Others
	Lease/Consignment Info:	Ralph Smith, 333 Smith lane, (918) 232-3232 Term : 2 years      Payment/Rent : \$75      Age: 8							
<b>Total for 2016</b>						<b>1,200</b>	<b>825</b>		
<b>Total Cost for Leased To Others</b>						<b>\$1,200</b>	<b>\$825</b>		
<b>Leasehold Improvement</b>									
34	Repaired sign	2016	N-1	10	92	225	207		Leasehold Improvement
39	Curb put in	2016	N-1	10	92	175	161		Leasehold Improvement
<b>Total for 2016</b>						<b>400</b>	<b>368</b>		
1	New sign	2015	N-2	10	84	500	420		Leasehold Improvement
<b>Total Cost for Leasehold Improvement</b>						<b>\$900</b>	<b>\$788</b>		
<b>Machinery and Equipment</b>									
17	Standard lathe	2016	U-8	10	30	3,300	990		Machinery and Equipment
3	Brookings sheet bender - model 100A	2015	N-2	10	84	500	420		Machinery and Equipment
<b>Total Cost for Machinery and Equipment</b>						<b>\$3,800</b>	<b>\$1,410</b>		

<b>Sample Oklahoma 901 (Doug Anderson)</b> <b>9719 S 92 E Ave - Tulsa, OK 74133</b>	<b>Asset Listing</b> Grouped by Category, Year Acquired	<b>Tax Year</b> <b>2017</b>
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Item#	Description	Year Acq	New/Used -Age	L F	PV %	Cost	Calced FMV	Manual FMV	Category
<b>Other Assets and Trade Tools</b>									
9	Misc tools, wrenches, screwdrivers etc	2016	N-1	10	92	800	736		Other Assets and Trade Tools
41	Multi-rack CD burner/labler	2012	N-5	10	58	1,200	696		Other Assets and Trade Tools
<b>Total Cost for Other Assets and Trade Tools</b>						<b>\$2,000</b>	<b>\$1,432</b>		
<b>Tooling, Dies, and Molds</b>									
18	Various molds for proto-typing	2016	N-1	3	70	4,400	3,080		Tooling, Dies, and Molds
26	Power drill	2016	N-1	3	70	160	112		Tooling, Dies, and Molds
<b>Total for 2016</b>						<b>4,560</b>	<b>3,192</b>		
27	Hammer and tong set	2015	N-2	3	50	1,250	625		Tooling, Dies, and Molds
<b>Total Cost for Tooling, Dies, and Molds</b>						<b>\$5,810</b>	<b>\$3,817</b>		
<b>Grand Totals for All 29 Assets</b>						<b>\$60,955</b>	<b>\$28,587</b>		

**Who must file...**

All business concerns, corporations, partnerships and professionals are required by Oklahoma statutes to file each year a statement of taxable assets as of January 1, which are located within this county. This rendition must be signed by an owner, partner, officer of the corporation or a bonafide agent.

**Penalties...**

Failure to file by March 15th will subject the taxpayer to a mandatory penalty of 10 percent, or a 20 percent penalty if not filed by April 15th (68 O.S. Section 2836C). If received through the mail by this office, it must be postmarked no later than March 15th. Postage metered mail overstamp by the Post Office after March 15th, will carry the mandatory penalty.

**Taxpayers Filing Form 901 in this County...**

Attach a complete detailed listing of all TANGIBLE assets used in business, grouped by description, year acquired and original cost, and items that have zero book value, use reporting Asset Listing 904 Schedule 3 or 3A, which is available from the county assessor. Report ONLY TANGIBLE ASSETS.

**North American Industry Classification System (NAICS)...**

This is your six digit Federal Business Activity Code.

**Location of Property...**

You must file a separate rendition for each location for assessment allocation to the various school districts.

**Original Cost Values or RCN...**

Report the total new or used total cost or replacement cost new, including freight-in and installation costs. Do not deduct investment credit, trade-in allowances or depreciation. If unknown, estimate the original cost. Estimated costs will not be depreciated without supporting documents.

**Year Acquired...**

This is the purchase date. Depreciation cannot be calculated unless the year acquired is reported.

**Leasehold Improvements...**

Report cost and detailed description of improvements to property owned by others. Do not report building expansions or repairs, rough plumbing or electrical service, which are included in real estate values. Report all other items such as partitions, new store fronts, etc.

**Furniture and Fixtures...**

Items included: office desks, chairs, credenzas, file cabinets, table booths, shelving display cases, racks, gondolas, retail fixtures, hotel and motel furnishings, etc.

**Electronic Equipment...**

Items included: calculators, copiers, drafting machines, blueprinting machines, fax machines, postage machines, telephone equipment, typewriters, lunch room appliances, etc. Also, include electronic and computer controls used with machinery and equipment.

**Computer Equipment ...**

Items included: computer hardware, monitors, drives, and other such hardware components. Custom software is exempt as an intangible.

**Machinery and Equipment...**

Items included: auto repair, agricultural, bakeries, barber and beauty shops, cleaning and laundry, fuel storage tanks, gas pumps, medical, restaurants, signs, theaters, etc. All equipment and machinery (forklifts, mobile yard cranes, drilling rigs, tools) is also included. Equipment installed on trucks or trailers after purchase must also be reported. Do not list licensed vehicles such as autos, trucks, semitrailers, boats over 10 h.p., etc.

**Forklifts and Construction Equipment...**

Items include: forklifts, back hoes, compactors, dozers, draglines, earth movers, graders, mobile cranes, rollers, trenchers, etc.

**Tooling, Dies and Molds...**

Items include: Tooling, dies, punches, molds, patterns, jigs, etc.

**Trade Tools and Equipment...**

Include items used by carpenters, cement finishers, craftsmen, electricians, mason, mechanics, repair services, roofers, etc.

**\* Leased to Others...**

List lessee, address, asset type, original cost, and age of asset. Additional sheets may be attached, if necessary.

**\* Leased from Others...**

List lessor, address, asset type, age of asset, and beginning year of lease. Additional sheets may be attached, if necessary.

**Inventories...**

Add your total monthly inventories. Then divide the sum by the number of months you have inventory in this county for the year to determine your average inventory. Inventories held for others or cosigned must be reported separately. Inventory claimed exempt must be accompanied by a Freeport Exemption Form (901-F).

**If the Business is Sold, Closed or Name Changed...**

To avoid possible incorrect or duplicate assessment, taxpayers should provide information as follows:

- \* Business Sold: date of sale, name and address of new owner.
- \* Business Closed: date of closing or date all personal property was disposed, report location and value of any remaining property still owned on the assessing date, even if in storage.
- \* Business Name Change: date of change and new name.

**Intangible Business Personal Property...**

If any intangible property is imbedded in the reported assets the intangible property must be identified and valued to the county assessor with supporting documentation. Supplemental Form 901-IP must be used for any submission.