

LAT 5 - INSTRUCTIONS

TO MAINTAIN YOUR RIGHT TO APPEAL,
THE FORM MUST BE RECEIVED BY OUR OFFICE ON OR BEFORE APRIL 1, 2010.

SELF REPORTING - PERSONAL PROPERTY REPORT

1. Fill in the blanks with the appropriate information pertaining to your business:

LEFT SIDE OF 1st PAGE OF FORM

- NAME/ADDRESS (Indicate Any Changes) - strike through any incorrect information printed here and then print the correct name and/or correct mailing address of the business.

RIGHT SIDE OF 1st PAGE OF FORM

- LOCATION ADDRESS - the physical address of the business, as of 1/1/10, as listed with the post office or used for parcel delivery service.
- LOCATION Zip - the zip code that your business is located in.
- OWNER/CONTACT PERSON - list the person the Assessor's office should contact with any questions. List his/her phone & fax numbers.
- TYPE OF BUSINESS - please specify the primary type of work performed by your company and in what industry.
- BUSINESS TAX ID # - the number assigned by the IRS to identify your business, such as business tax ID# or Social Security #.
- SQUARE FOOTAGES OF BUILDINGS - list the amount of square footage in each of your buildings or area in which you operate.

SECTION 1 - INVENTORIES, MERCHANDISE & COST OF GOODS USED

1. METHOD OF REPORTING: Please check the method you used for arriving at the values you placed in the table below this line.
2. In the column labeled "MERCHANDISE" list the inventory at cost for each month the business was operating in 2009.
3. Continue to list the values of material in your possession at cost for each column - RAW MATERIALS, WORK IN PROGRESS, FINISHED GOODS, SUPPLIES AND/OR GOODS USED,
4. • Add the values for each category for the month of January and put the total of these values in the TOTAL column. Continue this process for each month.
5. Add your monthly totals that are in the TOTAL column to find your grand total and put this grand total figure in the box next to GRAND TOTAL
6. Determine your average by dividing the grand total by the total number of months reporting. For example, if you have monthly inventory figures, then divide the GRAND TOTAL by 12. If you only have quarterly inventory figures (inventory figures for only 4 months of the year) then divide the GRAND TOTAL by 4.
7. If you file an IRS Schedule A or C with the IRS, provide a copy with your report.

NOTE: For SECTIONS 2, 3 & 4 below, an itemized depreciation schedule, including fully depreciated assets, should accompany this report. If one is unavailable, a complete listing of all assets used in the operation of your business should be listed individually by describing item, its year of acquisition and its original acquisition cost. You will probably need to provide this information on a separate sheet of paper.

SECTION 2 - FURNITURE & FIXTURES (you will probably need to provide this information on a separate sheet of paper)

1. ITEM Column: List, item by item, furniture and fixtures, including fully depreciated assets.
2. In the next two columns list the year you bought or acquired the furniture or fixture and the total cost at that time.

SECTION 3 - MACHINERY AND EQUIPMENT

1. Repeat the instructions for Section 2, this time listing any machinery and equipment.

SECTION 4 - LEASEHOLD IMPROVEMENTS AND MISCELLANEOUS PROPERTY

1. Repeat the instructions for Section 2, this time listing any leasehold improvements and miscellaneous property. Please describe the leasehold improvements. Miscellaneous property includes such items as signs, safes, trailers, etc.

SECTION 5 - CONSIGNED GOODS, LEASED, LOANED OR RENTED EQUIPMENT, FURNITURE, ETC.

1. ITEM Column: List any consigned goods, leased, loaned or rented equipment, furniture, etc. that you use in this business.
2. LESSOR: List the names of the companies from whom you lease, rent or have consigned goods.
3. LESSOR ADDRESS AND PHONE #: List the addresses and phone numbers of the Lessors.
4. CONSIGNED GOODS: State if the item is a consigned good or not.

NOTE: To avoid a dual assessment, all leased equipment and consigned goods must be reported. The owner's complete mailing address and phone number must be included. Use attachments if necessary. Any consigned goods or lease equipment not reported as such will be assumed to be owned by you and assessed accordingly. If you are a leasing company, also include the lessee's name and physical location of the property.

SIGNATURE AND VERIFICATION

This form MUST be signed by both the taxpayer and the preparer and sent back to the Lafayette Parish Assessor's office. If your company is represented by a tax firm or individual (other than company accountant, bookkeeper or CPA), the following information must be on file in our office: (1) Tax preparer's complete company address, (2) Contact person in the tax preparer's office, their title and phone number, and (3) a letter of authorization for the taxpayer naming the agent (preparer) to represent your company in property tax matters. Please call our office if you have any questions or problems concerning the filing of your property tax form.