

LAT-5 FORM INSTRUCTIONS

- **TO MAINTAIN YOUR RIGHT TO APPEAL, THIS FORM MUST BE RECEIVED BY THE ST. CHARLES PARISH ASSESSOR'S OFFICE ON OR BEFORE APRIL 1.**
- 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.
- AN ITEMIZED DEPRECIATION SCHEDULE, INCLUDING FULLY DEPRECIATED ASSETS, SHOULD BE ATTACHED TO THE LAT 5
- IF YOUR BUSINESS HAS CLOSED OR REMOVED ALL PROPERTY FROM ST. CHARLES PARISH PLEASE NOTE THE EFFECTIVE DATE OF THE CLOSURE, SIGN THE FORM, AND RETURN TO OUR OFFICE.
- PLEASE CALL (985) 783-6281 OR EMAIL ASSESSOR@STCHARLESASSESSOR.COM FOR ASSISTANCE. WE ARE HERE TO HELP!

Fill in the following spaces with information regarding your business:

Name/Address: List the correct name of the business and the mailing address of the business.
 Type of Business: Primary type of work performed by your business.
 Property Physical Address: Physical address where business is located.
 Owner/Contact Person: Person the Assessor should contact if there is a question.
 Contact's Phone: Phone number of contact person/FAX number of contact person
 Email Address: Email address of contact person

LAT 5 - INVENTORY, MERCHANDISE, ETC.		PERSONAL PROPERTY TAX FORM	
RETURN TO: St. Charles Parish Assessor's Office P.O. Box 303 Hahnville, LA 70057		BUSINESS NAME/ADDRESS: (INDICATE ANY CHANGES) <i>St. Charles Widgets, Inc.</i> <i>1500 River Road</i> <i>Luling, LA 70070</i>	
CONFIDENTIAL RS 47:2327: Only the Assessor, the governing authority, and Louisiana Tax Commission shall use this form filled out by the taxpayer 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	
PROPERTY LOCATION: <i>1500 River Road</i> <small>(E911/PHYSICAL ADDRESS)</small>	WARD:	PARCEL NUMBER: 1500000GG845	
CONTACT NAME: <i>Phil Forms, Preparer</i>		TYPE OF BUSINESS: <i>Widget Manufacturer</i>	
PHONE: <i>(985) 555-5555</i>		EMAIL: <i>phil.forms@stcwidgets.com</i>	
IMPORTANT!		• AN ITEMIZED DEPRECIATION SCHEDULE, LISTING ASSETS (INCLUDING FULLY DEPRECIATED ITEMS AND /OR EXPENSED ITEMS) SHALL ACCOMPANY THIS REPORT. • FIRMS HAVING 10 YEAR EXEMPTIONS SHALL COMPLETE FORM LAT 5A AND ATTACH TO THIS FORM. • PLEASE INFORM THIS OFFICE OF ANY CAPITAL LEASES YOUR COMPANY MAY HAVE. THIS IS TO INSURE THAT NO DUAL ASSESSMENTS ARE CREATED. • BANKS ONLY: ATTACH TO THIS REPORT A LIST OF SHAREHOLDERS AND A COPY OF YOUR CONSOLIDATED REPORT OF CONDITION AND CONSOLIDATED REPORT OF INCOME AS FURNISHED TO THE OFFICE OF FINANCE INSTITUTIONS OR TO THE COMPTROLLER OF CURRENCY AS OF DECEMBER, 31 ST .	

Section 1 Inventories and Merchandise

Select the reporting method used:

SECTION 1 - INVENTORIES AND MERCHANDISE	
METHOD OF REPORTING: (CHECK ONE) <input type="checkbox"/> LIFO <input type="checkbox"/> FIFO <input checked="" type="checkbox"/> COST <input type="checkbox"/> RETAIL <input type="checkbox"/> OTHER: _____	

Section 1 Inventories and Merchandise (cont.)

In each column, list the inventory on hand during the **previous** year. List these costs for each month, if available. Quarterly reports are also acceptable if monthly totals are unavailable.

	MERCHANDISE	RAW MATERIALS	WORK IN PROCESS	FINISHED GOODS	SUPPLIES	TOTAL
JANUARY						
FEBRUARY						
MARCH	12,000	4,000			500	16,500
APRIL						
MAY						
JUNE	13,000	4,000			500	17,500
JULY						
AUGUST						
SEPTEMBER	15,000	4,000			500	19,500
OCTOBER						
NOVEMBER						
DECEMBER	13,000	4,000			500	17,500
GRAND TOTAL:						71,000
AVERAGE:						17,750

Add the values for each category for each month and put the total of these values in the Total column. 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”.

IMPORTANT: DETERMINE YOUR AVERAGE BY DIVIDING THE GRAND TOTAL BY THE TOTAL NUMBER OF MONTHS REPORTING. EXAMPLE: IF YOU ARE REPORTING 4 MONTHS OF INVENTORY, DIVIDE THE GRAND TOTAL BY 4.

Section 2 Furniture and Fixtures

Furniture and Fixtures category typically includes desks, chairs, shelving, or similar items.

SECTION 2 - FURNITURE AND FIXTURES		
ATTACH ASSET LIST INCLUDING FULLY DEPRECIATED ASSETS		
ITEM	YEAR OF ACQUISITION	ACQUISITION COST
Office Furniture	2005	\$12,450
Display Racks	2015	\$25,100
Lobby Sofa	2016	\$2,100

- In the “Item” column, include a brief description of each asset.
- In the “Year of Acquisition” column, put the year assets were purchased. Include all assets.
- In the “Acquisition Cost” column, put the total amount you paid. Include shipping and installation costs.

Section 3 Machinery & Equipment

The Machinery & Equipment category includes computers, process equipment, tools, point of sale equipment, etc. Complete in a similar manner as Section 2.

SECTION 3 - MACHINERY AND EQUIPMENT (EXCLUDE LICENSED MOTOR VEHICLES)					
ATTACH ASSET LIST INCLUDING FULLY DEPRECIATED ASSETS					
ITEM	YEAR OF ACQUISITION	ACQUISITION COST	ITEM	YEAR OF ACQUISITION	ACQUISITION COST
<i>Lathe</i>	<i>2014</i>	<i>\$45,000</i>	<i>TimeClock</i>	<i>2005</i>	<i>\$400</i>
<i>Conveyor System</i>	<i>2014</i>	<i>\$95,100</i>	<i>Hand Tools</i>	<i>2005</i>	<i>\$10,980</i>
<i>Server/Database</i>	<i>2015</i>	<i>\$12,750</i>	<i>Air Compressor</i>	<i>2010</i>	<i>\$2,100</i>
<i>Desktop Computers</i>	<i>2018</i>	<i>\$2,100</i>			

Section 4 Leasehold Improvements and Miscellaneous Property

Leasehold Improvements: Please describe the improvement (any improvement made to a building that is being leased or rented by the business owner such as painting, electrical, or any other renovation).

Miscellaneous Property: includes items such as signs and portable buildings.

Complete in a similar manner as Section 2 and 3.

SECTION 4 - LEASEHOLD IMPROVEMENTS AND MISCELLANEOUS PROPERTY					
ATTACH ASSET LIST INCLUDING FULLY DEPRECIATED ASSETS					
ITEM	YEAR OF ACQUISITION	ACQUISITION COST	ITEM	YEAR OF ACQUISITION	ACQUISITION COST
<i>Cubicle Buildout</i>	<i>2005</i>	<i>\$19,050</i>			
<i>Security System</i>	<i>2005</i>	<i>\$2,100</i>			

Section 5 Consigned goods, leased, loaned, or rented equipment, furniture, etc.

If available, attach a list showing name, address, type and age of property, and monthly rental.

SECTION 5 - CONSIGNED GOODS, LEASED, LOANED OR RENTED EQUIPMENT, FURNITURE, ETC.			
ATTACH LIST SHOWING NAME, ADDRESS, TYPE AND AGE OF PROPERTY WITH MONTHLY RENTALS.			
ITEM	LESSOR	LESSOR ADDRESS AND PHONE #	CONSIGNED GOODS
<i>Copy Machine</i>	<i>SHARP, Inc.</i>	<i>324 Main St., Bloomington, IL 45454</i>	

Signature and Verification

The LAT 5 form must be signed by the taxpayer and the preparer, and returned to the St. Charles Parish Assessor's Office no later than April 1, or within 45 days after receipt, whichever is later. Failure to complete this form will result in an estimated assessment.