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, 2014).

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 and FAX:	Phone number of contact person/FAX number of contact person
Email Address:	Email address of contact person

Section 1 Inventories and Merchandise

In the column labeled "Merchandise", list the inventory at cost for each month the business was operating in the prior year. Continue to list the values of material in your possession at cost for each column – Raw Materials, Work In Progress, Finished Goods, and Supplies. 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 6 months of inventory, divide the grand total by 6.

Sections 2, 3, and 4 General Information

An itemized depreciation schedule, including fully depreciated assets, should be attached to the LAT 5. If one is not available, a complete listing of all assets used in the operation of your business should be listed individually by describing them, the year of acquisition, and its original acquisition cost. Use additional paper as necessary.

Section 2 Furniture and Fixtures

In the "Item" column, include a brief description of the asset.
In the "Year of Acquisition" column, put the year assets were purchased. Include all assets.
In the "Acquisition Cost" column, put the amount you paid for the asset.

Section 3 Machinery & Equipment

Same instructions as for Section 2, listing any machinery and equipment.

Section 4 Leasehold Improvements and Miscellaneous Property

Same instructions as for Section 2.
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.

Section 5

Consigned goods, leased, loaned, or rented equipment, furniture, etc. Attach list showing name, address, type and age of property, and monthly rental.

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 comply will result in an estimated assessed value.

Questions

Assessor's Office Telephone Number: 985-783-6281
Email: mgriffin@stcharlesassessor.com