

**Tax Year 2018**  
**OTC**  
**901-P**  
 Revised 6-2017



**BUSINESS PERSONAL PROPERTY  
 PETROLEUM RELATED**

(This Statement is Privileged & Confidential)

**Ken Yazel, Tulsa County Assessor**

ATTN: Business Personal Property Dept.

500 S Denver Ave., Suite 215 • Tulsa, OK 74103

918.596.5153 or 918.596.5114 • www.assessor.tulsacounty.org

Assessing Date  
 January 1.  
 Must be mailed  
 by March 15 to  
 avoid penalties.



RE#	PP#
Phone Number	
Email Address	
Owner/DBA	
Mailing Address	
City, State, ZIP	

PART ONE: START HERE		REPORT ONLY TANGIBLE ASSETS	
FEIN:	_____		
Type of Business:	_____		
North American Industry Classification System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are other businesses included in this rendition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please list:	_____		
Physical location if different from mailing address:	_____		
Please provide the name and phone number of person to contact for audit purposes:	_____		

**PART TWO: OKLAHOMA TAXABLE FIXED ASSETS FROM SCHEDULE 904-3-P**

DESCRIPTION	Beginning Total Acquisition Cost	Additions to Total Acquisition Cost	Deletions to Total Acquisition Cost	Ending Total Acquisition Cost
Leasehold Improvement				
Furniture and Fixtures				
Electronic Equipment				
Computer Equipment				
Tools/Machinery/Equipment				
Processing Plants				
Pipeline				
Meters				
Booster/Compressor Station				
Valve Stations				
Other				
★ Leased to Others				
★ Leased from Others (See Instructions)				
★ See Instructions			→ Total Fixed Assets →	

**PART THREE: OKLAHOMA TAXABLE INVENTORY**

**Inventories**

Total supplies, parts, equipment, etc,  
 stored and/or not currently in use.

...  
 Petroleum products in storage

...  
 Total Monthly Inventories from Part 6 on page 2

Average Inventory

Less Freeport Exemption —  
 (Form 901-F)

Net Taxable Inventory =


<b>ASSESSOR USE ONLY</b>		School District: <input type="text"/>	Date Filed: <input type="text"/>
Total Value	Assessment %	Total Assessed	Penalty <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Total Net Assessed
			<input type="text"/>

State of Oklahoma • County of \_\_\_\_\_

I, \_\_\_\_\_ under penalties of perjury, do hereby depose and say that I am \_\_\_\_\_  
 of \_\_\_\_\_ 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)



Signature of preparer if other than taxpayer

Date

Preparer's address

Signature of taxpayer

Date

Preparer's identification number

Preparer's phone number



### PART FOUR: ADDITIONS DURING THE REPORTING YEAR

Item Number	Item Description	Year Acquired		Total Acquisition
		New	Used	
TOTAL				

### PART FIVE: DELETIONS DURING THE REPORTING YEAR

Item Number	Item Description	Year Acquired		Total Acquisition
		New	Used	
TOTAL				

### PART SIX: MONTHLY INVENTORY

January	February	March	April	May	June	▼ Average ▼
July	August	September	October	November	December	

## FORM 901-P INSTRUCTIONS

**Who Must File:**

All business concerns, corporations, partnerships or individuals are required by Oklahoma law to file each year a statement of taxable assets as of January 1, that are located in this county and are not specifically exempt from ad valorem taxation by payment of gross production tax. The rendition must be signed by an owner, partner, or officer of the business concern or designated agent.

**What is Included:**

Taxable assets rendered on this form should only include those assets that are not exempt by payment of gross production tax. The Tax Commission has published rule 710:10-8 concerning property eligible for exemption from ad valorem taxation pursuant to the provisions in paragraphs (R) and (S) of Section 1001 of Title 68. Both the rule and statutory reference can be found on the OTC website: [www.tax.ok.gov](http://www.tax.ok.gov). They may also be obtained from the Ad Valorem Tax Division.

**Penalties:**

Failure to file by March 15 will subject the taxpayer to a mandatory penalty of ten (10) percent, or a twenty (20) percent penalty if not filed by April 15th (68 O.S. Section 2836 (C)). Any omitted property pursuant to 68 O.S. Sections 2843 and 2844 shall also be subject to penalty and interest from the time of discovery not to exceed fifteen (15) years on real property and three (3) years on personal property.

**Taxpayers Filing Form 901-P:**

Attach a complete detailed listing of all taxable assets grouped by description, year acquired and total acquisition cost. Use OTC Schedule 904-3-P for individual assets located in specific school districts. The form is available on the OTC website: [www.tax.ok.gov](http://www.tax.ok.gov), from the county assessor or the Ad Valorem Division.

**North American Industry Classification Code (N.A.I.C.S.)**

This is the six digit Federal Business Activity Code. If unknown, this code may be obtained from the federal publication of the same name, the Ad Valorem Division, U.S. Department of Census website: [www.census.gov/epcd/www/naicstab.htm](http://www.census.gov/epcd/www/naicstab.htm) or search keyword NAICS.

**Total Acquisition Cost:**

Report the total new or used cost at time of acquisition. This will include all direct and indirect costs associated with the asset. Components used to estimate total acquisition cost may include but not be limited to repair or reconditioning of an asset to place the asset in working condition.

**Year Acquired...**

Acquisition or purchase date, new or used. Depreciation cannot be correctly calculated without the acquisition date.

**Leasehold Improvements...**

Report total cost and a detailed description of improvements to property owned by others. Do not report building expansions or repairs that are otherwise included in the real estate value of the building. Report only those improvements that are "tenant" specific. This may include interior modifications such as partitions, lighting, electrical, suspended ceilings, etc.

**Furniture and Fixtures:**

Office desks, chairs, credenzas, file cabinets, tables, booths, modular cubicles, book cases, racks and other such items.

**Office Equipment:**

Calculators, copiers, blueprint machines, plotters, fax machines, shredders, postage machines, telephone equipment, lunch room or kitchen appliances and other such items.

**Computer Equipment:**

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

**Processing Plants:**

Any refinery, gas extraction, purification or other such processing facilities, including all equipment used in the processing of oil, natural gas, carbon dioxide or other liquid hydrocarbons which are not otherwise specifically exempt from ad valorem taxation by payment of gross production tax.

**Tools, Machinery and Equipment:**

Fuel in storage, gas in storage, tanks, pumps, signs, miscellaneous tools, power equipment, fork lifts, mobile yard cranes, tractors, non-tagged vehicles or trailers, drilling rig equipment and other such items which are not otherwise specifically exempt from ad valorem taxation by payment of gross production tax. Do not list current licensed and tagged vehicles.

**Meters:**

Meters, regulators or devices and all related items used to measure oil, natural gas, carbon dioxide, or liquid hydrocarbons which are not otherwise specifically exempt from ad valorem taxation by payment of gross production tax.

**Pipeline:**

List the size and length of pipe used in the gathering or transmission of oil, natural gas, carbon dioxide, liquid hydrocarbons or other such products. This will include steel, PVC, polyethylene, including any pipe, wrappings, coatings, protection devices, and other costs directly or indirectly related to the asset, which are not otherwise specifically exempt from ad valorem taxation by payment of gross production tax.

**Booster/Compressor Stations:**

Compressor stations including tanks, pipe, valves, measuring or regulatory devices or other related equipment not used for production purposes at the well site and not specifically exempt from ad valorem taxation by payment of gross production tax.

**Valve Stations:**

Valves or groups of valves used in the collection, distribution, gathering or transmission of oil, natural gas, carbon dioxide, or any other liquid hydrocarbons. Include launchers, receivers, meters, tanks, pipe and other related equipment which are not specifically exempt from ad valorem taxation by payment of gross production tax.

**Leased from Others:**

Leased assets which are leased to others and are not specifically used in the production process and are not exempt from ad valorem tax by payment of gross production tax. List lessee, address, asset type, description, total acquisition cost and age at acquisition. Additional pages may be attached to this form or OTC Form 904-3-P if necessary.

**Inventories:**

Add the total monthly inventories. Divide the sum by the number of months in business for the year to determine the average inventory. Inventories held for others or consigned must be reported separately. Inventory which may be exempt must be claimed on the Freeport Exemption Form OTC 901-F which should be filed with the OTC Form 901-P.

**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 and date that all personal property was disposed. Report the location and total value of any remaining personal property still owned on the assessment date of January 1. This will also include any assets in storage.
- Business Name Change: Date of name change and new name.

Any detailed information that could clarify any of the above events should be included.

**School District:**

For distribution of values to the appropriate school districts, use the OTC 904-3-P when reporting individual assets located in different school districts. The OTC Form 901-P is the total asset reporting form for the business entity.

**Maps:**

Enclose a detailed map noting the location of all taxable assets. This is especially important in the case of various taxable pipeline systems for correct assessment.

**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 an impairment study or other such professionally prepared justification. Supplemental Form 901-IP must be used for any submission.