

**OTC 901
Tax Year 2025**

Revised 11-2024

**State of Oklahoma
Business Personal Property Rendition**

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



<p>RE# _____ PP# _____</p> <p>Phone Number _____</p> <p>Email Address _____</p> <p>Owner/DBA _____</p> <p>Mailing Address _____</p> <p>City, State, ZIP _____</p>	PART ONE: START HERE	<p style="text-align: center;">REPORT ONLY TANGIBLE ASSETS</p> <p>FEIN: _____</p> <p>Type of Business: _____</p> <p>North American Industry Classification System <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Are other businesses included in this rendition? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list: _____</p> <p>Physical location if different from mailing address: _____</p>
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<p>Are you renting or leasing this business location? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, do you own any real estate improvements at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>When did you start business at this location? Date ____/____/____</p> <p>What is the occupied square footage at this location? _____</p>	<p>Are you still in business at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, current location? _____</p> <p>If No, do you still own the business personal property? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, date disposed/sold: ____/____/____</p> <p>If sold, buyer name: _____</p> <p>Buyer address: _____</p> <p style="text-align: center;">If disposed or sold, stop here. Sign and return.</p>
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PART TWO: OKLAHOMA TAXABLE FIXED ASSETS, FROM FORM 904 SCHEDULE 3 OR 3-A

Description	Beginning Total Original Cost <u>Not Book Value</u>	Additions to Total Original Cost <u>Not Book Value</u>	Deletions to Total Original Cost <u>Not Book Value</u>	Ending Total Original Cost <u>Not Book Value</u>	Assessor Use	
					Reconciled	Assessed Value
Leasehold Improvements Original Cost						
Furniture and Fixtures Original Cost						
Electronic Equipment Original Cost						
Computer Equipment Original Cost						
Machinery and Equipment Original Cost						
Forklifts and Construction Original Cost						
Tooling, Dies and Molds Original Cost						
Other Assets and Trade Tools Original Cost						
Leased to Others Original Cost (★ See Instructions)						
→ Column Totals →					Total	Total
Leased from Others Original Cost (★ See Instructions)	→ A) Total Fixed Assets →					

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)

Less Freeport Exemption (Form 901-F) -

Consignment and/or Floorplan Inventory -

B) Net Taxable Inventory =

C) Grand Total (add A + B) =

For Taxpayer (*See instructions) Fair Cash Value (Market): \$

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

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 the accompanying statement to be true, correct, and complete and that all information requested herein has been fully and correctly given to the best of my knowledge. (68 OS Sec. 2945 provides penalties for false oaths)

Don't Forget to Sign

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, OR SCHEDULE 3, OR 3-A

Item Number	Item Description	Year Acquired		Total Original Cost
		New	Used	
TOTAL				

PART FIVE: DELETIONS DURING THE REPORTING YEAR

Item Number	Item Description	Year Acquired		Total Original Cost
		New	Used	
TOTAL				

PART SIX: BEGINNING OR MONTHLY INVENTORY

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

Form 901 Instructions

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 ten (10) percent, or a (20) percent penalty if not filed by April 15 (68 OS Sec. 2836(C). If received through the mail by this office, it must be postmarked no later than March 15. Postage metered mail overstamped by the Post Office after March 15, 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 3-A, 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

Report the original cost, 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 include office desks, chairs, credenzas, file cabinets, table booths, shelving display cases, racks, gondolas, retail fixtures, hotel and motel furnishings, apartment appliances, etc.

Electronic Equipment

Items include 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 include computer hardware, monitors, drives and other such hardware components, custom software is exempt as an intangible.

Machinery and Equipment

Items include 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) are also included. Equipment installed on trucks or trailers after purchase must also be reported. Do not list licensed vehicle 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, masons, 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). Companies primarily engaged in selling of lumber and other building material including cement and concrete except for home centers classified under Industry No. 444110 of the North American Industrial Classification Systems (NAICS) Manual, shall be assessed at the average inventory value on hand each January 1, and December 31, of the same calendar year.

If the Business is Sold, Closed or Name Changed

To avoid possible incorrect or duplicate assessments, 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.

★ **For Taxpayer:** Use the space provided on page 1 for the taxpayer estimated fair cash value of all property as defined by Oklahoma Law as being the price the property would bring at a fair voluntary sale, as of January 1. See [68 OS Sec. 2802(19)].