

**OTC 901-P**  
**Tax Year 2024**

Revised 11-2023

**State of Oklahoma**

**Business Personal Property • Petroleum Related**

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

OSAGE COUNTY ASSESSOR OFFICE 600 GRANDVIEW ROOM 101 PAWHUSKA, OK 74056 (918)287-3448



<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;"><b>REPORT ONLY TANGIBLE ASSETS</b></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"/></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> <p>Please provide the name and phone number of person to contact for audit purposes: _____</p>
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Are you still in business at this location?  Yes  No If No, current location: \_\_\_\_\_

If No, do you still own the business personal property?  Yes  No If No, date disposed/sold: \_\_\_\_/\_\_\_\_/\_\_\_\_

If sold, buyer name: \_\_\_\_\_ Buyer address: \_\_\_\_\_

If disposed or sold, stop here. Sign and return.

**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						
Furniture and Fixtures						
Electronic Equipment						
Computer Equipment						
Tools, Machinery and/or Equipment						
Processing Plants						
Pipelines						
Meters						
Booster/Compressor Station Equipment						
Valve Station Equipment						
Other						
Leased to Others (★ See Instructions)						
→ Column Totals →					<b>Total</b>	<b>Total</b>
Leased from Others (★ See Instructions)	→ <b>A) Total Fixed Assets</b> →					

**PART THREE: OKLAHOMA TAXABLE INVENTORY**

**Inventories:** Total supplies, parts, equipment, etc. stored and/or not currently in use including petroleum products in storage. Total monthly inventories from Part 6 on page 2.

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):

\$ \_\_\_\_\_

Total Value	
Total Assessed	
Penalty	
Total Net Assessed	
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**

Item Number	Item Description	Year Acquired		Total Original Cost
		New	Used	
<b>TOTAL</b>				

**PART FIVE: DELETIONS DURING THE REPORTING YEAR**

Item Number	Item Description	Year Acquired		Total Original Cost
		New	Used	
<b>TOTAL</b>				

**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 Oklahoma 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: tax.ok.gov. They may also be obtained from the Ad Valorem 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 15 (68 OS Sec. 2836 C). Any omitted property pursuant to 68 OS 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 original cost. Use OTC Schedule 904-3-P for individual assets located in specific school districts. The form is available on the OTC website: tax.ok.gov, from the county assessor or the Ad Valorem Division.

**North American Industry Classification Code (NAICS)**

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 or search keyword NAICS.

**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**

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**

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

**Office Equipment**

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

**Computer Equipment**

Items include 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 that are not otherwise specifically exempt from ad valorem taxation by payment of gross production tax.

**Pipelines**

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 that are not specifically exempt from ad valorem taxation by payment of gross production tax.

**★ Leased To/From Others**

Leased assets which are leased to/from 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/lessor, 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 assessments, 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.

**Part Three: Oklahoma Taxable Inventory**

**★ For Taxpayer:** Use the space provided on page 1 for the taxpayer estimated fair cash value 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)].