

It is now time to prepare and file your 2023 Business Personal Property Rendition(s) The information is requested for the 12-month period ending 12/31/2022.

To ensure Vantage One files all your locations and at the correct address, please provide a list of all locations including new locations, moves, and closures since January 1, 2022.

If your property is in a State with a fiscal year assessment versus a calendar year assessment, separate requests will be made for those states.

The information is requested in electronic format (Excel or Excel compatible)

In order to file the Business Personal Property Rendition(s), the following information is required:

Asset Detail by Branch or Location which includes:

- Asset identification number
- Date of purchase
- Asset Description
- VIN (if applicable)
- General Ledger Category
- Original Cost

Leased equipment (if applicable):

Identify Capital Leases

Name and address of Lessor

Responsible party for filing the assets (Lessor or Lessee) to avoid double assessments

Fixed Assets booked not fully operational (CIP) (if applicable):

Identify Fixed assets booked but not yet in production

Percentage complete as of the assessment date

Personal Use Vehicles (if applicable):

Please denote personal use vehicle(s) listed on the Fixed Asset listing

Inventory by Branch or Location as of January 1, 2023.

Financial Statements (to be used to verify totals and present to assessors requiring these documents)

- Balance Sheet(s)
- Income Statement

ADDITIONAL INFORMATION REQUIRED FOR EXEMPTIONS:

Inventory Report(s) by location for the *Freeport Exemption*:

- Monthly ending inventory for calendar year 2022 by location
- Detailed inventory report if available (raw material, work-in-process, finished goods and supplies)
- Shipping reports (if inventory shipped out of state) by location
- Costs of Goods Sold (annualized for calendar year 2022)

HELPFUL INFORMATION:

In an effort to help us better evaluate your inventory, the following information could be very useful if available:

- Date (booked in inventory)
- Product ID or SKU#
- Product Code Identifier (if applicable)
- Product Description
- Quantity on Hand
- Unit (Cost)
- Extended Cost
- Aged inventory report if available
- Scrap, Proprietary Labels, Obsolete reports if applicable