



**OKLAHOMA**  
Tax Commission

# **INSTRUCTIONS**

## FOR FILING 2022 ANNUAL REPORTS

**AIR CARRIER, RAILROAD  
AND PUBLIC SERVICE COMPANY**

AD VALOREM  
PUBLIC SERVICE SECTION

## GENERAL INSTRUCTIONS

**For full consideration during the valuation process, all items, including supplemental data, must be complete and returned to this office on or before the due date and reflect as of the January 1st lien date.** A failure or refusal to file a completed return could result in an arbitrary valuation based on the best information available, and the application of those penalties as provided by statute. For proper reporting, submit all data items on the enclosed forms. Return all forms even if nothing is reported.

Page i presents the table of contents for the reporting forms, statutory notice providing authority, penalty provisions for noncompliance, and filing or mailing instructions. Each form or worksheet is described by its intended content, what follows are instruction for their completion.

**Form 902-1** must be notarized and have the **original signature of an officer of the company** whose relationship with said company ensures that all data is completely and correctly submitted.

**Forms 902-2 & 902-3** contains company contact information, operational and regulatory information. **All operational changes are to be outlined on Form 902-2.**

**Form 902-4** is the In Lieu Of Worksheet for the respondent to provide notice of Oklahoma property, and its original cost, where the respondent makes an in lieu of tax payment.

**Form 902-4-E** contains the exempt intangible personal property election. The respondent elects the methodology of how to exclude intangible personal property from the appraised value.

**Form 902-4-I** is the intangible personal property exemption worksheet, where the respondent will list any claim(s) of exempt intangible personal property for the reported company, on a system basis All supporting documentation must be enclosed with the initial submission of this report to be considered in the determination of value. Burden of proof is on taxpayer.

**Form 902-5** identifies the mapping guidelines for your respective industry. Include responding company's name, ad valorem company ID number and date of tax year, on each map.

**Form 902-6** is the state allocation worksheet requesting the respondent to provide original cost and accumulated depreciation totals of its taxable property in Oklahoma and all other states or provinces where the reporting company has property, and the resulting sum. Forward the original cost information, as presented in this worksheet, to Form 903 Property Allocation.

**Form 903** requests those factors necessary to determine the proper allocation of value to the state of Oklahoma. Information should correspond with that included in Forms 902-4 In Lieu Of Worksheet, 902-6 State Allocation for the system and Oklahoma. The form concludes with a calculated field of Oklahoma taxable property less any Oklahoma property where the respondent pays an Oklahoma in lieu of tax, with this result being the respondents total original cost for value apportionment as reported on Form 913-DV State Apportionment.

**Form 904** requests the financial information of the reporting company, including balance sheet and income statement information, debt and capital stock information, parent/reporting company allocation, construction work in progress, cash flow information, and the Oklahoma rendered fair cash value. Much of the data required is readily available in regulatory reports respondents file with other agencies. Non-regulated respondents must relate these accounts to their respective accounting system. **Report all financial and accounting data on a system basis. Submission of only Oklahoma data is not acceptable unless reporting company operates entirely in Oklahoma.**

If the reporting company or the respondent is a subsidiary of another company that is a publicly traded company, report the traded company name and its traded monthly high/low price per share of the capital stock price information for the calendar year preceding the assessment date. Shares outstanding should reflect shares held by the public and should not include unissued, reacquired or treasury stock. The allocation data for capital stock requires four factors including gross revenue, net income, gross assets and total (net) assets. These factors require completion when the respondent is a subsidiary company and the parent company has traded stock. Compute gross assets by adding accrued depreciation to total (net) assets. Total (net) assets are on the balance sheet at the bottom of the asset portion. Net Income should reflect income before extraordinary items.

Construction work in progress (CWIP) portion of Form 904 should itemize CWIP based on its expected completion.

Form 913-DV requires original cost information of all **taxable** property by taxing jurisdiction and should be exclusive of that property where the respondent pays an Oklahoma in lieu of tax (see Form 903). Prior year taxing jurisdiction and original cost information is provided on the prior year apportionment printout. File singularly with the information requested on each form. Descriptions of property should be complete enough for county officials to determine the properties location and its content, no acronyms. **File one county per page.** Each page should contain the name of the company filing and the county's name. Upon completion, the total original cost on the County Detail 913-DV should match the total original cost of Oklahoma taxable property reported on Form 903 (Property Allocation) less any Oklahoma property where an in lieu of tax is paid. Filing of Form 913-DV is required annually for all centrally valued companies.

Form 913-D does not request original cost information. All other information should be identical to the information filed on Form 913-DV. File singularly with the information requested on each form. Descriptions of property should be complete enough for county officials to determine the properties location and its content, no acronyms. **Restrict input to one county per page and the production of one-sided copies.** Each page should contain the name of the company filing and the county's name. Filing of Form 913-D is required annually for all centrally valued companies.

**Note:** With the completion of Form 913-DV in the annual report of the respondents selected industry, utilize the pre-populated fillable format of Form 913-D at tax.ok.gov.

## INSTRUCTIONS FOR REPORTING

### PROPERTY DISTRIBUTION/COUNTY DETAIL

In Oklahoma, each taxing jurisdiction has a unique reference number, with each reporting company responsible for reporting their original cost of non-exempt taxable property, less Oklahoma in lieu of, in the respective jurisdictions where they have situs. Distribution or apportionment of each company's total assessed value utilizes the company reported original cost information by taxing jurisdiction. The percentage of apportionment to each taxing jurisdiction is determined by dividing the reporting company's original cost in each taxing jurisdiction by its total original cost. These percentages applied to the reporting company's total assessed value, determines the respective taxing jurisdictions apportioned value.

Use Oklahoma Tax Commission ad valorem reference numbers as provided to achieve the distribution/apportionment of property. **The listing of property should be in order of ad valorem reference number (ADVRN) by county.** The ADVRN represents a unique eleven-digit number assigned to represent the various taxing jurisdictions in the state. A series of numbers utilized for sorting and property location purposes. The Oklahoma Department of Education informs us of school district changes as they occur, but if you are aware of changes or discrepancies not reflected in this presentation, please bring them to our attention.

**Refer to your completed Form 903 Property Allocation Factors for totals before completing Form 913-DV County Detail. The total original cost of taxable property in Oklahoma, as reported by taxing jurisdiction for the current year, should not include any exempt intangible personal property or any property where the reporting company pays an Oklahoma in lieu of tax.**

**If your company was centrally valued the previous year,** you will be in receipt of a "Prior Year Apportionment Data" printout reflective of your company's original cost of non-exempt taxable property by taxing jurisdiction as filed for the previous year. To ensure proper apportionment, companies should review these cost numbers, location of property and any operational changes, as reflected on Form 902-2, occurring during the year (new, retired, sold or relocated property, etc.) and make the appropriate changes, if any, to this year's cost and taxing jurisdiction information on Forms 913-DV and 913-D.

If your company is new to Oklahoma, proper apportionment can be achieved through utilization of Form 913-DV County Detail with Original Cost. Use the School District and Ad Valorem Reference Number List at [tax.ok.gov](http://tax.ok.gov) and the maps located at [csagis-uok.opendata.arcgis.com](http://csagis-uok.opendata.arcgis.com). From there, you may select the school district map (.pdf) under each county to identify each ad valorem reference number and school district contained therein. Alternatively, you can select "statewide" on the drop down menu to view municipal maps. The respondent can identify the county and school district information, and properly identify their property and its taxable original cost (less property where the reporting company pays an Oklahoma in lieu of tax) information by taxing jurisdiction. Please follow all the instructions on this form. Form 913-DV County Detail with Original Cost) is an annual required filing for all centrally valued companies. **The total of the original cost reported on Form 913-DV County Detail with Original Cost should match the Oklahoma original cost of taxable property as reported on Form 903 Property Allocation less any property where the respondent pays an in lieu tax in Oklahoma.**

If your company has new property in Oklahoma, in taxing jurisdictions that do not appear on your distribution database printout, follow the same procedure as described above for first time filers. All reporting companies are responsible for the annual completion of Forms 913-DV and 913-D. The appraisal will have attached, for your review, a printout titled "Company Current and Prior Year Original Cost – For Verification. This printout should be reflective of your apportionment as filed for the current tax year. To ensure proper apportionment to the correct taxing jurisdiction review carefully the cost numbers for the current tax year and the assigned location of your company's property on the verification report. Report all revisions to the Oklahoma Tax Commission Ad Valorem Public Service Section, as soon as possible.

## EXPLANATION OF AD VALOREM REFERENCE NUMBER

The Ad Valorem Reference Number (ADVRN) is an **eleven-digit** code utilized in the computerization process of the apportionment of assessed values to the various taxing jurisdictions in the state. Since there are numerous duplications and triplications of school district designations, it became necessary in the computerization process to assign a unique number to each school district. The system takes into account all joint districts as well as vo-tech districts. The first two (2) digits designate the county in which the school district is located (01-xxx-xx-xxxx). The next three (3) digits are the school district designation (xx-001-xx-xxxx). The next two (2) digits denote the vo-tech designation (xx-xxx-04-xxxx) the last four digits are the city, fire protection district or rural designation.

Rural	0000
City	1000 - 2999
Fire Protection District	7000 - 7500
Fire Protection District + City	7501 - 7999
Fire Protection District + Ambulance	8000 - 8500
Fire Protection District + Ambulance + City	8501 - 8999
Ambulance	9000 - 9500
Ambulance + City	9501 - 9999

### Examples:

#### NON-JOINT DISTRICT

County	School Dist. No.	School Dist. Name	Vo-Tech	City or Rural
Adair	I-4	Watts	04	Rural
01-----002-----04-----0000				

#### JOINT DISTRICT

County	School Dist. No.	School Dist. Name	Joint County	Vo-Tech	City or Rural
Adair	JI-3	Kansas	Delaware	04	Rural
01-----177-----04-----0000					

In looking at the school district designation by county, it can be noted that in the case of the joint districts, the second three (3) digits, 177, can be found in Delaware County where the school district designation will be DELAWARE I-3 KANSAS, the ADVRN will be 21-177-11-0000. The present school district designation utilizes a "J" before the school district number. This signifies that a joint school district is present. The "J" should only appear in the county where the minority of the school district is located.

## POSSIBLE ERRORS

### 1. Column One (ADVRN)

If the county name is left blank or misspelled, column one (ADVRN) will not contain a number. To correct column one (1), determine the proper county or proper spelling for the listed county and enter it on the printout. Locate that county in the School District and Ad Valorem Reference Number List then locate the proper school district and the ADVRN. Enter the eleven (11) digit ADVRN in column number one (1) on the printout.

### Examples:

1	2	3	4	5	6	7
AD VALOREM REFERENCE NUMBER	SCHOOL DISTRICT	CITY/TNSP, FPD NAME OR RURAL	JOINT DISTRICT	VO-TECH	ORIGINAL COST JANUARY 1 PRIOR YEAR	ORIGINAL COST JANUARY 1 PRIOR YEAR
** *** ** ** _/_/_/___	I-4	Rural		4	100	110
** *** ** ** _/_/_/___	JI-3	Rural	Delaware	4	150	160
TOTALS					250	270

## SCHOOL DISTRICT NUMBERS WITH CORRESPONDING AD VALOREM REFERENCE NUMBERS

COUNTY	SCHOOL DISTRICT NUMBER	SCHOOL DISTRICT NAME	JOINT COUNTY	ADV REFERENCE NUMBER
Adair	I-4	Watts		** *** ** ** 01/002/04/0000
Adair	JI-3	Kansas	Delaware	** *** ** ** 01/117/04/0000

\*\* \*\*\* \*\* \*\* Enter this number in column one (1)

## POSSIBLE ERRORS

### 2. Column One (ADVRN)

If completely blank, refer to number one above. If the second three (3) numbers are blank, it will usually indicate a problem with the school district designator. In this case, check to see that the proper school district designator applicable to the location of your property is used. Once this has been determined, locate the proper county and school district in the School District and Ad Valorem Reference Number List and enter the second three (3) digits found in the far right-hand column into the proper place in column one (1) on the printout. Also, make the needed changes in columns two, three, four and/or five (2-5).

### Examples:

1	2	3	4	5	6	7
AD VALOREM REFERENCE NUMBER	SCHOOL DISTRICT	CITY/TNSP, FPD NAME OR RURAL	JOINT DISTRICT	VO-TECH	ORIGINAL COST JANUARY 1 PRIOR YEAR	ORIGINAL COST JANUARY 1 PRIOR YEAR
01/___/04/0000 ***	I-4	Rural		4	100	110
01/___/04/0000 ***	JI-3	Rural	Delaware	4	150	160
TOTALS					250	270

## SCHOOL DISTRICT NUMBERS WITH CORRESPONDING AD VALOREM REFERENCE NUMBERS

COUNTY	SCHOOL DISTRICT NUMBER	SCHOOL DISTRICT NAME	JOINT COUNTY	ADV REFERENCE NUMBER
Adair	I-4	Watts		*** 01/002/04/0000
Adair	JI-3	Kansas	Delaware	*** 01/117/04/0000

\*\*\* Enter this number in column one (1)

## POSSIBLE ERRORS

### 3. Column One (ADVRN)

If the next two digits in the ADVRN column one (1) on the printout are blank, it indicates an incorrect junior college or vo-tech designator. In this case, check to see if the proper vo-tech designator applicable to the location of your property in column five (5) on the printout is used. If not, make the needed correction. Locate the applicable county and school district in the School District and Ad Valorem Reference List. The two digits in the ADVRN will indicate the proper vo-tech designator. Enter these two digits in the proper place in column one (1) of the printout.

#### Examples:

1	2	3	4	5	6	7
AD VALOREM REFERENCE NUMBER	SCHOOL DISTRICT	CITY/TNSP, FPD NAME OR RURAL	JOINT DISTRICT	VO-TECH	ORIGINAL COST JANUARY 1 PRIOR YEAR	ORIGINAL COST JANUARY 1 PRIOR YEAR
** 01/002/_/_	I-4	Rural		4	100	110
** 01/177/_/_	JI-3	Rural	Delaware	4	150	160
TOTALS					250	270

### SCHOOL DISTRICT NUMBERS WITH CORRESPONDING AD VALOREM REFERENCE NUMBERS

COUNTY	SCHOOL DISTRICT NUMBER	SCHOOL DISTRICT NAME	JOINT COUNTY	ADV REFERENCE NUMBER
Adair	I-4	Watts		** 01/002/04/0000
Adair	JI-3	Kansas	Delaware	** 01/117/04/0000

\*\* Enter this number in column one (1)