UPDATES AND REMINDERS

Air Carrier

Cover Page
For 2022, an updated cover page is included in the annual report available at tax.ok.gov. When you enter the company name on the cover page, the name will populate throughout the report.

Certification of Value
The Oklahoma Tax Commission (OTC) will finalize all valuation numbers on June 15, 2022, in order to present its findings as to the valuation of property to the state board of equalization on or before the third Monday of June 2022.

General Instructions
Read all instructions provided in the annual return packet thoroughly. A revised Instructions for Filing 2022 Annual Reports manual is also available at tax.ok.gov. Instructional clarifications are for OTC Form 902-4-I and OTC Form 902-4-E.

Phone Number and Mailing Address
The Ad Valorem telephone number (405) 319-8200 will no longer be monitored. Please refer to the phone number provided on your industry’s annual return packet.

Packages delivered by FedEx, UPS or other express service, mail to:
Oklahoma Tax Commission
Ad Valorem
300 N Broadway Ave.
Oklahoma City, OK 73102

Prior Year Apportionment Data
The prior year apportionment data report is included in each company’s mailing of the annual report packet for assistance with completing the county detail (OTC Form 913-DV and 913-D) forms.

2022 School District and Ad Valorem Reference Numbers
The school district list is available at tax.ok.gov.

County Detail (913-DV and 913-D)
For completion of the county detail forms (913-DV and 913-D), refer to the updated 2022 School District and Ad Valorem Reference Numbers list. Please follow all instructions listed on the county detail (913-DV and 913-D) forms. Include legal/location description for all land and structures. Show enough detail to allow the assessor to identify and locate the property. Failure to do so may result in double assessment and/or penalty.

Air Carrier
The Guide for Listing Airport Terminal Location Taxing Jurisdiction is included in each air carrier company’s mailing of the annual report packet for assistance with completing the county detail (OTC Form 913-DV and 913-D) forms.

If an air carrier company did not have operations or ground property in Oklahoma in the year 2021, complete the annual report forms up to and including OTC Form 902-3. Advise no operations or ground property, sign the affidavit, and forward to the OTC.