

**APPLICATION FOR FIVE-YEAR  
AD VALOREM TAX EXEMPTION FOR  
OKLAHOMA MANUFACTURING  
OR RESEARCH & DEVELOPMENT FACILITIES**

**INCOMPLETE APPLICATIONS WILL BE NULL AND VOID  
(SEE ENCLOSED INSTRUCTIONS)**

To County Assessor of \_\_\_\_\_ County

Year Company was Established in Oklahoma \_\_\_\_\_

Year This Facility became Operational in Oklahoma \_\_\_\_\_

Year Assets Acquired \_\_\_\_\_ Federal ID# \_\_\_\_\_

Manufacturers Sales Tax Exemption Permit # \_\_\_\_\_

FOR ASSESSOR USE ONLY	
Application XM#	Millage
Date Filed	Sch. Dist.
Real Acct #	Pers Acct #

Application is hereby made for ad valorem tax exemption on an exempt manufacturing facility or research and development facility located in the above county on January 1, \_\_\_\_\_, in accordance with the provisions of 68 O.S., Section 2902, as amended.

<b>APPLICANT NAME:</b>
<b>MAILING ADDRESS:</b>
<b>CORPORATE CONTACT NAME, TELEPHONE AND E-MAIL ADDRESS:</b> _____
<b>FACILITY CONTACT NAME AND TELEPHONE:</b>
<b>FACILITY PHYSICAL LOCATION:</b>

<b>EMPLOYEE BASIC HEALTH INSURANCE CARRIER:</b>
<b>INSURANCE CARRIER MAILING ADDRESS:</b>
<b>POLICY NUMBER:</b>

<b>APPLICABLE NAICS CODE(S) AND MATERIALS USED:</b>
<b>MANUFACTURING ACTIVITY DESCRIPTION:</b>

2. Is the facility a research and development facility as defined in Title 68 O.S. 2001 Supp. §2902 as amended?  
YES \_\_\_ NO \_\_\_ If yes, explain the activity: R  
EXPLANATION: \_\_\_\_\_
3. Is this the Initial Year of the application? YES\_\_\_ NO\_\_\_
4. Has the applicant continued to operate all facilities in Oklahoma? YES \_\_\_ NO \_\_\_ If no, explain the circumstances involved. EXPLANATION: \_\_\_\_\_
5. Is this Personal Property Only? YES\_\_\_ NO \_\_\_ If No, continue. If Yes, please skip to Question 7

6A. Is this a concern that was not engaged in business in Oklahoma or did not have property subject to ad valorem taxation in Oklahoma and constructed a facility or acquired an existing facility which had been unoccupied for 12 months? YES \_\_\_ NO \_\_\_ If yes, complete the following:

Date last occupied :		Name of former owner or occupant:	
Date acquired by applicant:		Date occupied by applicant:	
Date construction began:		Date construction completed:	
Total costs:		Total square feet of building:	
Total land area currently used for manufacturing or research & development:			

6B. Is this a concern that was engaged in business in this state or had property subject to ad valorem taxation in this state and constructed a facility in Oklahoma at a different location and continued to operate all its facilities in Oklahoma to January 1 of this year? YES \_\_\_ NO \_\_\_ If yes, complete the following:

Date construction began:		Date construction substantially completed:	
Total costs:		Total square feet of building prior to expansion:	
Total sq. feet of building after expansion:		Total area of land in use prior to expansion:	
Total area of land in use after expansion:			

6C. Is this a concern that was engaged in business in this state or had property subject to ad valorem taxation in this state and expanded an existing facility and this exemption is claimed on the expansion of an existing facility? YES \_\_\_ NO \_\_\_ If yes, complete the following:

Date construction or expansion began:		Date construction or expansion completed:	
Total costs:		Total square feet of building prior to expansion:	
Total sq. feet of building after expansion:		Total area of land in use prior to expansion:	
Total area of land in use after expansion:			

6D. Is this a concern that was engaged in business in this state or had property subject to ad valorem taxation in this state and acquired an existing facility in Oklahoma which had been unoccupied for 12 months or longer and continued to operate all its facilities in Oklahoma to January 1 of this year? YES \_\_\_ NO \_\_\_ If yes, provide the following:

Date last occupied:		Name of former owner or occupant:	
Date acquired by applicant:		Date occupied by applicant:	
Total costs:		Total square feet of building:	
Total land area currently used for manufacturing or research & development:			

7. Please indicate property owned at this facility and its value on which exemption is being claimed. Exclude licensed/tagged vehicles.  
(USE PAGE 6 WORKSHEET)

OWNED PROPERTY	ORIGINAL COST OF OWNED PROPERTY	YEAR ACQUIRED OR CONSTRUCTED	NEW OR USED
LAND			
BUILDINGS			
MACHINERY & EQUIPMENT			
LEASEHOLD IMPROVEMENTS			
TOTAL REQUESTED			

All cost amounts rendered for machinery or leasehold must be substantiated with itemized lists, giving a description of the asset, original cost, and year acquired. Please attach the additional pages to this form and identify as to item or question.

- 8A. If real or personal property is leased using a lease-purchase agreement, attach a copy of the lease and indicate the following: (USE PAGE 6 WORKSHEET)

LEASE REAL AND PERSONAL PROPERTY		
	CONTRACT PURCHASE AMOUNT	DATE OF TITLE CONVEYANCE
LAND		
BUILDINGS		
MACHINERY & EQUIPMENT		

- 8A-1 Are lease payments applied to the purchase price? YES \_\_\_ NO \_\_\_ If no, explain:  
EXPLANATION: \_\_\_\_\_

- 8B. Is the lease-purchase amount stated in the agreement? YES \_\_\_ NO \_\_\_ If yes, for what amount?  
\_\_\_\_\_

Note 1: If additional space is required for this question, attach an addendum as needed. Specifically list all leased machinery and equipment by description, model year, and purchase amount.

Note 2: The filing of this application for exemption on certain exempt property does not relieve the applicant from the responsibility of listing all taxable property with the county assessor.

Note 3: It will be necessary for Tax Commission personnel to examine the facilities claimed for exemption.

**AFFIDAVIT**

**STATE OF OKLAHOMA**

\_\_\_\_\_ COUNTY

I, \_\_\_\_\_, being first duly sworn, according to law, depose and say: that I am the \_\_\_\_\_ of \_\_\_\_\_ Company; that as such I am acquainted and know the accompanying statements, as shown by the exhibits, schedules and property listings herein to be true, correct and complete, as reflected by the records and books of account of the Company; and that all information requested herein has been fully and correctly given.

\_\_\_\_\_

**Applicant Signature**

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Seal

\_\_\_\_\_

**Notary Public Signature**

My Commission Expires: \_\_\_\_\_



**Assessor Use Only**

The assessment percentages for this county are as follows:

Real Property: \_\_\_\_\_%

Personal Property: \_\_\_\_\_%

Located in school district: \_\_\_\_\_

Ad Valorem Reference Number: \_\_\_\_\_

Signed: \_\_\_\_\_, County Assessor

Date: \_\_\_\_\_

**EMPLOYMENT AND PAYROLL COMPLIANCE  
FOR OKLAHOMA AD VALOREM MANUFACTURING EXEMPTION**

**FACILITY** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Generally, see Oklahoma Statutes Title 68, section 2902 (C), as amended, for payroll requirements.

Please note that “no manufacturing concern shall receive more than one five-year exemption for any one manufacturing facility unless the expansion which qualifies the manufacturing facility for an additional five-year exemption meets the requirements of paragraph 4 of this subsection **and the employment level established for any previous exemption is maintained.**” 68 O.S. 2902 (C) (2) as amended.

If the facility is located in a county with a population of fewer than seventy five thousand (75,000), according to the most recent Federal Decennial Census, there must be a net increase in annualized payroll **at the facility** of at least Two Hundred Fifty Thousand Dollars (\$250,000.00). 68 O.S. 2902 (C) (4)(a)(ii) as amended.

If the facility is located in a county with a population of seventy five thousand (75,000) or more, according to the most recent Federal Decennial Census, there must be a net increase in annualized payroll **at the facility** of at least One Million Dollars (\$1,000,000.00). 68 O.S. 2902 (C) (4)(a)(ii) as amended.

The Tax Commission is required to verify payroll information through the Oklahoma Employment Security Commission. 68 O.S. 2902 (C) as amended.

Each manufacturing concern applying for this exemption must provide payroll information for each of its facilities, in order to ensure statutory compliance, and for any other entities that it may operate in Oklahoma in order to verify the payroll information with the Oklahoma Employment Security Commission (“OESC”).

**FACILITY PAYROLL:**

Exemption year requested	Total payroll at this facility in the calendar year prior to submission of this <u>application</u>	Total payroll at this facility in the calendar year prior to property placed in service:	Net increase or decrease of payroll
Yr. ___ 1			
Yr. ___ 2			
Yr. ___ 3			
Yr. ___ 4			
Yr. ___ 5			

**OKLAHOMA EMPLOYMENT SECURITY COMMISSION PAYROLL:**

Exemption year requested	Total payroll submitted to OESC for year prior to this submission of <u>application</u> :	Total payroll submitted to OESC for calendar year prior to property placed in service:	Net increase or decrease of payroll
Yr. ___ 1			
Yr. ___ 2			
Yr. ___ 3			
Yr. ___ 4			
Yr. ___ 5			

If the payrolls listed above are not identical, please list the reason for any discrepancies below. Include payroll amounts for any other facilities, retail stores, etc. that a manufacturing concern might have that would be reported with this facility’s payroll to the OESC.

\_\_\_\_\_

ATTACH OES-3’S FOR EACH QUARTER OF EACH YEAR

**EMPLOYMENT AND PAYROLL COMPLIANCE  
FOR OKLAHOMA AD VALOREM MANUFACTURING EXEMPTION**

**EXAMPLE**

Exemption year requested	Total payroll at this facility in the calendar year prior to submission of this <u>application</u>	Total payroll at this facility in the calendar year prior to property placed in service	Net increase or decrease of payroll
Yr. <u>2008</u> 1	2007	2006	2007-2006
Yr. <u>2009</u> 2	2008	2006	2008-2006
Yr. <u>2010</u> 3	2009	2006	2009-2006
Yr. <u>2011</u> 4	2010	2006	2010-2006
Yr. <u>2012</u> 5	2011	2006	2011-2006

**Column 1** = The year of the application

**Column 2** = The payroll for the year prior to the application

**Column 3** = The Base Year Payroll - This payroll should stay the same for all five years

**Column 4** = The difference between Column 2 and Column 3 as indication of payroll increase or decrease



**IN ORDER TO COMPLY WITH THE LAW**

**INCOMPLETE  
APPLICATIONS  
WILL BE  
DENIED**

Completed applications **MUST** be filed each year with the county assessor before March 15.

See 68 O.S. supp 2004 § 2902 (E), (as amended by S.B. 1146, emerg. Eff. June 4, 2004).

County assessor **MUST** file all applications to the Tax Commission by June 15.

See 68 O.S. supp 2004 § 2902 (F), (as amended by S.B. 1146, emerg. Eff. June 4, 2004).

**INCOMPLETE** applications will be declared null and void.

See 68 O.S. supp 2004 § 2902 (F), (as amended by S.B. 1146, emerg. Eff. June 4, 2004).

Applications filed **after** June 15 will be declared null and void.

See 68 O.S. supp 2004 § 2902 (F), (as amended by S.B. 1146, emerg. Eff. June 4, 2004)