

(Ref OTC Form)  
**FORM 901**

**FILE ONLINE** <https://assessor.oklahomacounty.org>  
**BUSINESS PERSONAL PROPERTY RETURN**  
**LARRY STEIN, OKLAHOMA COUNTY ASSESSOR**  
320 Robert S. Kerr - Oklahoma City, Ok 73102  
(405) 713-1222 email: busperproperty@okcounty.org



**TAX YEAR 2025**

**IMPORTANT: DELINQUENT PENALTIES AFTER MARCH 15, 2025**

ACCOUNT # \_\_\_\_\_ PIN # \_\_\_\_\_ TAX DISTRICT \_\_\_\_\_  
FREEPORT IN-HOUSE

**START HERE**

OWNERS NAME \_\_\_\_\_  
FED/STATE EMPLOYER ID # \_\_\_\_\_  
TYPE OF BUSINESS \_\_\_\_\_  
STANDARD INDUSTRIAL CODE \_\_\_\_\_  
USABLE SQ/FT. \_\_\_\_\_ # OF UNITS \_\_\_\_\_  
LOCAL TELEPHONE # \_\_\_\_\_  
PHYSICAL LOCATION OF PROPERTY \_\_\_\_\_  
START DATE AT THIS LOCATION? MM / YY \_\_\_\_\_  
ARE YOU STILL AT THIS LOCATION?  
Y  N  IF NO, SEE PART VII ON BACK  
OTHER BUSINESS INCLUDED IN THIS RETURN?  
Y  N  IF YES LIST: \_\_\_\_\_

Contact Person \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PART 2 OKLAHOMA TAXABLE FIXED ASSETS BY YEAR ACQUIRED**

YEAR ACQ.	FURNITURE & FIXTURES		YEAR ACQ.	MACHINERY & EQUIPMENT <i>DO NOT INCLUDE LICENSED VEHICLES</i>		YEAR ACQ.	COMPUTER EQUIPMENT <i>DO NOT INCLUDE SOFTWARE</i>	
	PREVIOUS COST	ORIGINAL COST		PREVIOUS COST	ORIGINAL COST		PREVIOUS COST	ORIGINAL COST
2015 & BEFORE			2015 & BEFORE			2020 & BEFORE		
2016			2016			2021		
2017			2017			2022		
2018			2018			2023		
2019			2019			2024		
2020			2020			TOTAL COST		
2021			2021			YEAR ACQ.	<b>TOOL &amp; DIE</b>	
2022			2022			2022 & BEFORE	PREVIOUS COST	ORIGINAL COST
2023			2023			2023		
2024			2024			2024		
TOTAL COST			TOTAL COST			TOTAL COST		

**PART 3 INVENTORY**

Jan \$ \_\_\_\_\_ (Begin)  
Feb \$ \_\_\_\_\_  
Mar \$ \_\_\_\_\_  
Apr \$ \_\_\_\_\_  
May \$ \_\_\_\_\_  
June \$ \_\_\_\_\_  
July \$ \_\_\_\_\_  
Aug \$ \_\_\_\_\_  
Sept \$ \_\_\_\_\_  
Oct \$ \_\_\_\_\_  
Nov \$ \_\_\_\_\_  
Dec \$ \_\_\_\_\_ (End)  
Total \$ \_\_\_\_\_  
(Sum all months)  
Average \$ \_\_\_\_\_  
(Total divided by # of months)

Scan the QR code below with your Smart Phone to access your account online.

**TOTAL FIXED ASSETS:**  
**(Sum of Furniture, Machinery, Computers & Tooling)**

TOTAL FIXED ASSETS: \_\_\_\_\_  
FIXED ASSETS GRAND TOTAL + INV= \_\_\_\_\_

**For Taxpayer** (\* See Instructions ) Fair Cash Value (Market):  
\$ \_\_\_\_\_

NC  (OFFICE USE ONLY)

**PART 4 LEASEHOLD IMPROVEMENTS**

PREV. ORIGINAL COST	PREV. DEPRECIATION
LEASEHOLD NEW ACQ.	DEPRECIATION
TOTAL COST	TOTAL DEPRECIATION

Plus Consignment/Floorplan  
LESS FREEPORT EXEMPTION \_\_\_\_\_  
(MUST FILE FORM 901-F)

TAXABLE INVENTORY

**PART 5 DISPOSALS LIST ANY DISPOSALS OF PROPERTY DURING 2024 ON REVERSE SIDE OF THIS FORM**

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 that 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 O.S. 1991 Section 2945 provides penalties for false oaths).

**SIGN HERE**

Signature of preparer if other than taxpayer \_\_\_\_\_  
Taxpayer's Signature \_\_\_\_\_  
Audit Contact Person (Print) \_\_\_\_\_

Preparer's Name (Print) \_\_\_\_\_  
Taxpayer Name (Print) \_\_\_\_\_  
Phone Contact \_\_\_\_\_

**(OFFICE USE ONLY)**

PARCEL # \_\_\_\_\_  
PENALTY 1 2 DEPUTY \_\_\_\_\_  
DATE \_\_\_\_\_

LISTING OF DISPOSALS OF PROPERTY DURING 2024  
 REMOVE THE ASSETS ORIGINAL COSTS FROM FRONT SIDE OF THIS FORM



**PART 5** List Below: Assets Sold, Scrapped, Transferred or otherwise Disposed of in 2024

FURNITURE & FIXTURE DISPOSALS	YEAR ACQUIRED	ORIGINAL COST (NOT BOOK VALUE)
Description:		
TOTAL		

MACHINERY & EQUIPMENT DISPOSALS	YEAR ACQUIRED	ORIGINAL COST (NOT BOOK VALUE)
Description:		
TOTAL		

COMPUTER EQUIPMENT DISPOSALS	YEAR ACQUIRED	ORIGINAL COST (NOT BOOK VALUE)
Description:		
TOTAL		

LEASEHOLD IMPROVEMENT DECREASES	YEAR ACQUIRED	ORIGINAL COST (NOT BOOK VALUE)
Description:		

**PART 6** STATEMENT OF LEASED EQUIPMENT – AS OF JANUARY 1, 2025 TO BE COMPLETED BY LESSEE ONLY

FULL NAME & ADDRESS OF OWNER OF EQUIPMENT	QUANTITY & DESCRIPTION OF EQUIPMENT	ORIGINAL COST

**PART 7** BUSINESS CLOSED, SOLD, OR MOVED

WHAT WAS THE PROPERTY LOCATION JANUARY 1, 2025? \_\_\_\_\_

DO YOU STILL OWN THE BUSINESS PERSONAL PROPERTY? Y  N

IF YES, COMPLETE FRONT SIDE OF THIS FORM. PURCHASED BY: NAME: \_\_\_\_\_

IF NO, DATE SOLD \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ADDRESS: \_\_\_\_\_

Phone # (     )     -    

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