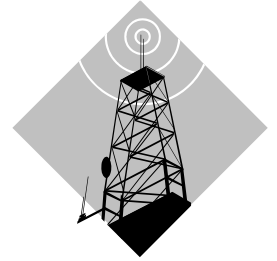


## MOTOR BUS AD VALOREM TAX REPORT GENERAL INSTRUCTIONS

1. ***This report must be filed with the Comptroller of the Treasury on or before April 1, 2024.***
2. **IF YOUR COMPANY IS NO LONGER IN BUSINESS, PLEASE NOTIFY THIS OFFICE IMMEDIATELY, TO AVOID A POSSIBLE FORCED ASSESSMENT FOR THE 2024 TAX YEAR!**
3. FAILURE to file a complete report will result in a **FORCED ASSESSMENT**, and the property owner may, at the discretion of the Comptroller, be liable to a penalty of \$100.00 for each and every day the owner is delinquent in filing per Tennessee Code Annotated §67-5-1317. Failure to file a tax report could result in an audit under T.C.A. 67-5-1320.
4. This report is subject to **AUDIT** by the Comptroller of the Treasury. Tennessee Code Annotated §67-5-1320.
5. Blank report forms are available at **<http://www.comptroller.state.tn.us/sap/advalorem.htm>**.
6. Round all dollar figures to whole dollars. Do not leave blanks. Enter "0" for none.
7. The **FEIN#** is your Federal Employer Identification Number.
8. Guide for preparing Lines 10-13: (As of 12/31/2023). If no **TOTAL CURRENT ASSETS AND TOTAL CURRENT LIABILITIES are listed or if CURRENT ASSETS DO NOT EXCEED CURRENT LIABILITIES, you must attach a Balance Sheet & Income Statement.**

	<b><u>TOTAL CURRENT ASSETS</u></b>	<b><u>TOTAL CURRENT LIABILITIES</u></b>	<b><u>GROSS REVENUES</u></b>	<b><u>NET OPERATING INCOME</u></b>
<b>E</b>	Cash and Deposits	Notes Payable (Current Portion Only)	Total Revenues from bus operation.	Gross Revenues minus operating expenses not including interest expense.
<b>J</b>	Temporary Investments	Accounts Payable		
<b>P</b>	Accounts Receivable	Accrued Interest		
<b>M</b>	Notes Receivable	Taxes Payable		
<b>A</b>	Materials and Supplies	Accrued Wages, Salaries		
<b>X</b>	Prepaid Expenses	Customer Deposits		
<b>E</b>	Other current Assets	Other Current Liabilities		

9. Revenue Equipment is all equipment owned, used, or leased (including owner operators operating under the same MC authority as the lessee) in direct production of income, i.e., Buses, Vans or other revenue equipment.
10. **Line 14A**-Cost of Total System Revenue Equipment "OWNED, USED OR LEASED TO OWN" should be the gross **original cost**, plus improvements, before depreciation if purchased new or used.
11. **Line 14B**-Cost of Total System Revenue Equipment "LEASED" should be the gross **original cost**, new or used, to the lessor. If the actual cost is not available, reasonable estimates of original cost will be considered if adequate details are provided. **DO NOT** list opinion of market value.
12. **Line 15**-Report the total number of System Power Units owned, used or leased by your Bus Company. System Power Units is the number of Buses/Vans owned, used or leased by your Bus Company. This number should match the total for lines 1 – 8 on MB-3.
13. **Line 16**-Report the Real Property owned in the **EXACT NAME** of your Bus Company. Include any IDB or PILOT Program property with associated costs.
14. **Line 17**-Report the Real Property under construction in the **EXACT NAME** of your Bus Company.
15. **Line 18**-Report the Purchases and Sales of Real Property owned in the **EXACT NAME** of your Bus Company.
16. **Line 19**-List all Personal Property by city & county that is owned, used or leased by your Bus Company. Include any IDB or PILOT Program property with associated costs.
17. **Page MB-3**-Summarize all Carrier Operating Property owned, used or leased by your Bus Company.
18. **Page MB-4**-List where your Bus Company's Over-the-Road Equipment is physically located. As an alternative, you may list primary points of pickup and delivery. You may also include an excel spreadsheet.
19. **Page MB-5** requires a listing of all properties receiving tax incentives such as Pilot Agreements (PILOT) or property leased from an Industrial Development Board (IDB). Report each separate agreement subject to these incentives by populating each column with the pertinent data.



# STATE OF TENNESSEE

## 2024

### AD VALOREM TAX REPORT



COMPANY NAME \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 (PRINCIPAL OFFICE INFORMATION)

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 (PRINCIPAL OFFICE INFORMATION IN TENNESSEE)

PHONE NUMBER ( ) \_\_\_\_\_ FAX NUMBER ( ) \_\_\_\_\_

COMPANY WEB SITE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Visit our website at:  
[www.comptroller.tn.gov/sap](http://www.comptroller.tn.gov/sap)

MAIL REPORT TO:  
**COMPTROLLER OF THE TREASURY**  
**OFFICE OF STATE ASSESSED PROPERTIES**  
 Cordell Hull Building  
 425 Rep. John Lewis Way N.  
 Nashville, TN 37243-3400  
 (615) 741-0140 FAX (615) 741-0142

**\*\*This report must be filed with this office by April 1, 2024\*\***

**MOTOR BUS**  
**2024 AD VALOREM TAX REPORT**

1. **Company Legal Name:** \_\_\_\_\_ **FEIN#** \_\_\_\_\_

**Doing Business As:** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

2. **A. Business Address:**  
(Street) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

**B. Mailing Address (If different)**  
(Street) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

**C. Tennessee Primary** Please check appropriate box below.  
 **RENTED/LEASED**  **OWNED In Exact Name of Company**  
If Owned See page MC-2 Line 16  
(Street) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

3. **Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

4. **Company Web Site:** \_\_\_\_\_

5. **Direct questions about this report to:** \_\_\_\_\_  
(Name & Title) \_\_\_\_\_ (Street or P. O. Box) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_  
(E-mail Address) \_\_\_\_\_  
(Telephone #) \_\_\_\_\_ (Fax #) \_\_\_\_\_

6. **Name and Address of President or Owner:** \_\_\_\_\_  
(Name & title) \_\_\_\_\_ (Street or P. O. Box) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip code) \_\_\_\_\_  
(Telephone #) \_\_\_\_\_ (Fax #) \_\_\_\_\_

7. **Is your company a common/contract carrier for hire?** YES NO

8. **Motor Carrier authority:** USDOT# \_\_\_\_\_ ICC# OR FHWA# \_\_\_\_\_

9. **Total miles for all vehicles operated during the year ended December 31, 2023:**

<b>A. Tennessee Only</b>	<b>B. Total System including TN</b>
10. <b>Total Current Assets</b> \$ _____ <small>(DO NOT INCLUDE COST OF BUSES &amp; VANS)</small>	11. <b>Total Current Liabilities</b> \$ _____ <small>(DO NOT INCLUDE COST OF BUSES &amp; VANS)</small>

**SYSTEM**

12. **Gross Revenues** \$ \_\_\_\_\_ 13. **Net Operating Income** \$ \_\_\_\_\_

14. **Total System Revenue Equipment Cost:** \_\_\_\_\_  
(As of 12/31/2023)

15. **Total Number of System Power Units.** \_\_\_\_\_  
(All buses & vans used as of 12/31/2023)

A. **Owned** \$ \_\_\_\_\_  
B. **Leased** \$ \_\_\_\_\_

**REAL AND PERSONAL PROPERTY LOCATED IN TENNESSEE  
NOTE: THIS SHEET WILL BE USED FOR YOUR LOCALIZED ASSESSMENT**

16. Only list real property located in Tennessee **Owned** in the Exact Name of your bus company.  
(DO NOT INCLUDE RESIDENTIAL HOMES UNLESS OWNED IN THE EXACT NAME OF YOUR BUS COMPANY)

<u>Physical Address of the Property</u>	<u>County Name</u>	<u>City (If Inside City Limits)</u>	<u>Original Cost</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

16 A. If the property is leased, you must identify the lessee.

<u>Lessee</u>	<u>Address of Property</u>
_____	_____
_____	_____
_____	_____

17. Real Property Under Construction (CWIP) in exact name of your bus company. Enter the "Expected" Completion Date.

<u>Physical Address of the Property</u>	<u>Completion Date</u>	<u>County Name</u>	<u>City (If Inside City Limits)</u>	<u>Original Cost</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

18. Purchases and Sales of Tennessee Real Property in exact name of your bus company (Mark "B" for Bought, "S" for Sold)  
(DO NOT INCLUDE PURCHASES AND SALES OF PERSONAL PROPERTY)  
Copy of registered or unregistered instruments must be enclosed. (Quit Claim or Warranty Deed)

<u>Physical Address of the Property</u>	<u>Bought/Sold</u>	<u>County Name</u>	<u>City (If Inside City Limits)</u>	<u>Original Cost</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

19. List (by city and county) dollar amount of Personal Property **Owned or Leased** by your bus Company and located in Tennessee. (DO NOT INCLUDE REVENUE EQUIPMENT. ONLY PERSONAL PROPERTY USED IN SUPPORT OF BUS OPERATIONS) **If no personal property is listed, you must attach the company's Balance Sheet and Income Statement.**

<u>Physical Address of the Property</u>	<u>County Name</u>	<u>City (If Inside City Limits)</u>	<u>Original Cost</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**CARRIER OPERATING PROPERTY – SUMMARY**

Submit below the **new cost** (gross original cost before depreciation plus improvements) for property and equipment purchased or acquired new or the **used cost** (cost when acquired) for carrier property and equipment used or held for use in carrier operation at the beginning and close of 2023.

Include under Revenue Equipment (Leased) all equipment leased by carrier or otherwise controlled and operated under carrier’s Federal Highway Authority, former I.C.C. or State Authority, as of December 31, 2023

**\*ESTIMATE PURCHASE PRICE IF ACTUAL COST IS NOT AVAILABLE.**

**ALL STATES**

**TENNESSEE ONLY**

Type of Property		Number of Items	Balance at Beginning of Year	Additions During Year	Retirements During Year	Number of Items	Balance at Close of Year	Balance at Close of Year
<b>Revenue Equipment (Owned)</b>								
1.	Passenger Bus	\$	\$	\$	\$			\$
2.	Mini Passenger Bus							
3.	Van							
4.	Other Revenue Equipment							
	TOTAL	\$	\$	\$	\$			\$
<b>Revenue Equipment (Leased or Used)</b>								
5.	Passenger Bus	\$	\$	\$	\$			
6.	Mini Passenger Bus							
7.	Van							
8.	Other Revenue Equipment							
	TOTAL	\$	\$	\$	\$			\$
<b>Personal Property (Owned, Leased or Used)</b>								
9.	Furniture & Fixtures	\$	\$	\$	\$			\$
10.	Computer & Other Office Equip.							
11.	Tools							
12.	Repair Parts							
13.	Shop & Garage Equipment							
14.	Miscellaneous Equipment							
15.	Non-Revenue Equipment							
16.	Other: _____							
	TOTAL	\$	\$	\$	\$			\$
<b>Real Property Owned in the Exact Legal Name of Your Bus Company in “TENNESSEE ONLY”</b>								
17.	Land & Land Rights	\$	\$	\$	\$			\$
18.	Structures							
19.	Construction in Progress							
20.	Leasehold Improvements							
	TOTAL	\$	\$	\$	\$			\$





# OUT OF BUSINESS

## IF COMPANY HAS GONE OUT OF BUSINESS

THIS FORM MUST BE PROPERLY FILLED OUT, SIGNED, NOTARIZED AND RETURNED TO:

COMPTROLLER OF THE TREASURY  
OFFICE OF STATE ASSESSED PROPERTIES  
CORDELL HULL BUILDING  
425 FIFTH AVENUE NORTH  
NASHVILLE, TN 37243-3400

I, \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete.

- **Company Name** \_\_\_\_\_
- **Date operation ceased business** \_\_\_\_\_
- **Date of insurance cancellation**  
(Attach copy of insurance cancellation) \_\_\_\_\_
- **Date of cancellation (US DOT Number)** \_\_\_\_\_
- **Date of cancellation (FMCSA)**  
(You can log onto their website using their Pin# and cancel online or call (615)781-5781) \_\_\_\_\_
- **Date of cancellation (MC Number)**  
(If FMCSA is not notified by the insurance company when the insurance is terminated, the company will still appear as active in SAFER. Please ensure Motor Carrier Authority cancellation, or your company *will still* be assessed by the Office of State Assessed Properties) \_\_\_\_\_
- **How and when were assets disposed** \_\_\_\_\_  
(If sold, name and address of buyer) \_\_\_\_\_

## NOTARY ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
COMPANY OFFICIAL SIGNATURE

\_\_\_\_\_  
DATE

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY

NOTARY SEAL

\_\_\_\_\_  
COMMISSION EXPIRES



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

I, \_\_\_\_\_, being the OWNER, PRESIDENT, SECRETARY,  
AND/OR PARTNER OF \_\_\_\_\_, do hereby swear and affirm  
that the foregoing Ad Valorem Tax Report for the year two thousand twenty-four has been  
prepared from only the original books, papers, and records of said respondent under my  
direction in accordance with Tennessee Code Annotated, §67-5-1316, and is true and correct to  
the best of my knowledge and belief.

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**OFFICIAL CAPACITY**