GENERAL INSTRUCTION SHEET

1. This report must be completed in proper form (typed or legibly printed), and must be **filed with the Comptroller of the Treasury on or before April 1, 2013**. **A copy should be retained in your files for future reference**. Failure to file a tax report could result in an audit under T.C.A. 67-5-1320.

2. **ROUND ALL DOLLAR FIGURES TO WHOLE DOLLARS**!

3. **NO SHEET OR SECTION SHOULD BE LEFT BLANK**. If a sheet or section does not apply to your company, indicate by placing the words "**inapplicable**" or "**none**."

INCOMPLETE REPORTS WILL BE RETURNED!

4. **FAILURE** to file a complete report will result in a **FORCED ASSESSMENT**. See Tennessee Code Annotated, Section 67-5-1317. Failure to file a tax report could result in an audit under T.C.A. 67-5-1320.

5. PC – 1: provide the Comptroller of the Treasury with necessary information pertaining to the company's operation.

   Line 7: **Total miles traveled (loaded & empty) by all cars in Tennessee** - include miles traveled by owned and/or leased cars.

   Line 8: **Total miles traveled (loaded & empty) by all cars in your System**, including Tennessee miles - include miles traveled by owned and/or leased cars.

   Line 9: **Original cost** - state the **undepreciated** cost plus improvements of all cars (owned and/or leased).

   Line 10: **Depreciated value of all cars as of December 31, 2012** - state the depreciated value of all cars owned and/or leased, using the straight line depreciation concept.

   Line 11: **Total number of cars operating in System** - state total number of cars owned and/or leased.

6. PC – 2: provide a detail listing by kind or class of car and miles operated on Tennessee rail lines for 2012.

7. PC – 3: provide detail by type of cars and provide a list of all lessors **from** which cars are leased, and lessees **to** whom cars are leased, along with the number of cars, car markings, and party responsible for such taxes. Average number of years owned and/or leased refers to when you acquired the railcar.

8. PC – 4: List all real and personal property located in Tennessee and a list of purchases and sales of Tennessee real property occurring during the year 2012. Provide a listing of all real property under construction. This listing will include all real property currently under construction or construction expected to be completed by September 1 of this year. Be sure to include the county and city where located, map reference and property owner, description of improvement, and the construction cost.

9. **IT IS IMPERATIVE THAT THE REPORT BE SIGNED. IF NOT, THE REPORT WILL BE RETURNED**.
10. **Any additional information, schedules, etc., provided by your company must be submitted on LETTER SIZE PAPER (8.5 X 11).**

STATE OF TENNESSEE
2013
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 _____

Visit our website at:
www.tn.gov/comptroller/sap

MAIL REPORT TO:

COMPTROLLER OF THE TREASURY
OFFICE OF STATE ASSESSED PROPERTIES
414 Union Street, Suite 1120
Nashville, Tennessee 37243-1402
(615) 741-0140 FAX (615) 741-0142

1. COMPANY NAME _____

2. STREET _____ CITY _____ STATE _____ ZIP CODE _____
(PRINCIPAL OFFICE LOCATION)

3. Is Company INDIVIDUAL PARTNERSHIP CORPORATION OTHER

4. If a **CORPORATION** or **OTHER** similar enterprise, supply the following information:

Under laws of what state organized? _____ Date Organized _____

List names and addresses of:

PRESIDENT: _____

Address _____ City _____ State _____ Zip Code _____

SECRETARY: _____

Address _____ City _____ State _____ Zip Code _____

TREASURER: _____

Address _____ City _____ State _____ Zip Code _____

5. State principle nature of business:

6. **TYPE OF CARS** operated by your company _____

7. **TOTAL MILES (loaded & empty)** in **TENNESSEE** FOR 2012 _____

8. **TOTAL MILES (loaded & empty)** in **SYSTEM** FOR 2012 _____

9. **ORIGINAL COST** of all **owned** and/or **leased** cars on 12/31/2012 $ _____

10. **DEPRECIATED VALUE** of all **owned** and/or **leased** cars on 12/31/2012 $ _____

11. **Total number** of **owned** and/or **leased** cars operated in **SYSTEM** _____

12. Special questions regarding this report should be directed to:

NAME:: _____

TITLE:: _____

ADDRESS: _____

City _____ State _____ Zip Code _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____

FOR OFFICIAL USE ONLY:

AA

PP

REPORT OF PRIVATE CAR COMPANIES

List the railroads over which equipment (OWNED and/or LEASED) was operated, the kind or class of cars operated over this road, and the total miles (loaded & empty) operated over this road in TENNESSEE.

NAME OF RAILROAD COMPANY OVER WHICH CARS TRAVELED	KIND OR CLASS OF CARS	TENNESSEE MILEAGE
CLASS I		
BNSF Railway Co.		
CSX Transportation, Inc.		
Grand Trunk Corp./Illinois Central RR		
Kansas City Southern Railway Co.		
Norfolk Southern Railway		
Union Pacific RR Co.		
REGIONAL & SHORT LINE RAILROADS		
Caney Fork & Western RR Inc.		
Chattooga & Chickamauga Railroad		
East Tennessee Railway, L. P.		
L Hoist N. America of TN		
IRW Railway, LLC		
Knoxville & Holston River RR Co., Inc.		
KWT Railway, Inc.		
Mississippi & TN Railroad, LLC		
Mississippi Central Railroad		
Nashville & Eastern RR Corp.		
Nashville & Western RR Corp.		
R. J. Corman RR Co.		
R. J. Corman Equipment Co.		
Sequatchie Valley RR Co.		
South Central Tennessee RR Co.		
Tennessee Southern Railway Co		
Tennken RR Co.		
Walking Horse & Eastern RR Co.		
West Tennessee RR, LLC		
TOTAL		

TYPE OF CARS

List car markings for all cars included in this report for which your company is responsible for the taxes. List type of cars **(OWNED and/or LEASED)** by your company, the number of cars by type, the average number of years owned and/or leased by car type, and the average cash value per car by type.

CAR MARKINGS	TYPE OF CAR	NUMBER OF CARS	AVERAGE NUMBER OF YEARS OWNED AND/OR LEASED	AVERAGE CASH VALUE PER CAR 1/1/2013
				$
TOTAL				$

CARS LEASED TO OR FROM OTHER COMPANIES

List below the lessors from whom cars are leased, along with the number of cars leased to or from each lessor and the various markings of these cars. State whether lessor or lessee is responsible for the taxes on these cars.

LESSOR	NUMBER OF CARS	CAR MARKINGS	WHO IS RESPONSIBLE FOR TAXES: LESSOR? OR LESSEE?
TOTAL			

REAL & PERSONAL PROPERTY LOCATED IN TENNESSEE

List all **REAL** and **PERSONAL PROPERTY**, other than revenue equipment, located in **TENNESSEE**. (Include tools, furniture and fixtures, materials, supplies, non-revenue equipment, land and buildings, leasehold improvements, etc.)

DESCRIPTION OF PROPERTY	LOCATION (COUNTY)	LOCATION (CITY)	*COST	CASH VALUE 1/1/2013
TOTAL			$	$

***GROSS COST BEFORE DEPRECIATION**

PURCHASES AND SALES OF TENNESSEE PROPERTY

List all purchases and/or sales of Tennessee real property that occurred during the year 2012. Give all applicable information for each transaction separately. (You may copy pages as needed)

PURCHASES/SALES

Date of Purchase/Sales _____

County _____ City _____

Assessor's Tax Map _____ Parcel Number _____

Purchase Price _____

Physical Address _____

Description of property: _____

Grantor (Seller) _____ Grantee (Buyer) _____

Type of Improvement: _____

CT-0393

DISTRIBUTION OF TENNESSEE ASSESSMENT

If your company was assessed by this office in tax year 2012, you may use the distribution of your assessment that was mailed to you. You should review the distribution and make necessary changes. If this is your first year to file this report, use route traveled in Tennessee.

List the Counties, Cities, and Special School Districts your cars traveled in Tennessee for tax year 2012.

EXAMPLE: ANDERSON OUTSIDE CITIES

COUNTY	CITY	SPECIAL SCHOOL DISTRICT

FOR ADDITIONAL INFORMATION PLEASE USE PAGE PC-6A

CT-0393

(CONTINUED)

DISTRIBUTION OF TENNESSEE ASSESSMENT

COUNTY	CITY	SPECIAL SCHOOL DISTRICT

CT-0393

REAL PROPERTY UNDER CONSTRUCTION

Tennessee Code Annotated 67-5-503 provides that, "if, after January 1 and before September 1 of any year, an improvement or new building is completed and ready for use or occupancy… the assessor of property shall make or correct the assessment of such property, on the basis of the value of the improvement at the time of its completion…"

List all real properties under construction or properties that **will be** completed by September 1, 2013.

County	City	Property Owner	Description of Improvement	Construction Cost
				$
				$

CT-0393

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 twelve has been prepared from <u>only</u> 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