

GENERAL INSTRUCTIONS

1. Revised Statutes of Missouri make it mandatory upon the taxpayer to file a list of all taxable tangible personal property, without prior notification or service, between January 1st and April 1st of each year. Tax assessments are predicated on 33 1/3% of true value in money.
2. This assessment is made as of January 1 for the current year's tax. Tax bill covering same will be mailed to you by the Collector of Revenue of the City of St. Louis, or will be available at his office during the latter part of the year. In the event of change of name or address, please submit changes in writing to the Assessor Office, Room 115, City Hall, St. Louis, Mo. 63103 or fax to (314) 622-4695 or (314) 622-4212. A change of name and address form is available on the Assessor's web page at stlouis-mo.gov/assessor
3. Appeals from assessed valuations on tangible personal property may be made to the Board of Equalization. Requests for an appeal must be made by the taxpayer, in writing, on or before the second Monday in July.

4. Return should be signed by the taxpayer and returned to the Assessor's office promptly to avoid penalties for late filing. **Under the laws of the State of Missouri, the Assessor is compelled to assess your property with a 10% penalty if a return has not been filed on or before April 1st.** A postmark of April 1st will be considered as a timely filing. In order for you to return this form by mail, a self-addressed envelope, which requires postage, is enclosed. **To obtain a receipt as proof that a declaration was filed, please enclose a self-addressed stamped envelope.**

5. FILING EXAMPLES:

AUTOMOBILES					
YEAR	MAKE	MODEL	BODY STYLE	VEHICLE ID #	STATE PLATE #
2003	NISSAN	ALTIMA	2.5 SL 4 DR	5N1DD51T33C68081	490 PLT
MINI VANS, VANS, SPORT UTILITY AND TRUCKS					
YEAR	MAKE	MODEL	BODY STYLE	VEHICLE ID#	STATE PLATE #
2004	FORD	EXPLORER	Eddie Bauer 4WD	1FMZU70FX2UB49850	200GHA
2001	NISSAN	FRONTIER	XE Pickup	2B4FK41GIG5916920	150DE6
2003	DODGE	CARAVAN	SE	1GNCT18Z3N2006264	125FNT
MOTORCYCLES, MINI-BIKES AND MOTOR SCOOTERS					
YEAR	MAKE	MODEL	BODY STYLE	VEHICLE ID#	STATE PLATE #
2000	HONDA	100CC	2-WHEEL	JH2PC1508HN108657	N3920
RECREATIONAL VEHICLES - Including Mobile or Motor Homes, Buses, Trailers, Boats, Boat Motors & Aircraft					
YEAR	MAKE	STYLE/TYPE	HORSEPOWER	LENGTH	
2003	BASS	TRACKER PRO		16 Feet	
2003	MERCURY	OUTBOARD	100		
2003	TRAILSTAR	TRAILER		25 Feet	
2001	COLEMAN	CAMPING		14 Feet	
1999	RHETT	UTILITY		10 Feet	

6. If all the information on this form is complete and accurate, sign, date, and return as is. If changes are needed, complete all sections that apply on the lower portion of the reverse side, sign, date, and return. IF YOU ARE DECLARING AIRPLANES PLEASE NOTE IF FLOWN LESS THAN 50 HOURS PER YEAR.

RETURN DECLARATION BY APRIL 1ST TO AVOID 10% ASSESSMENT PENALTY.