

# How to Use the Typewriter Feature in Adobe Reader

NOTE: Please use the latest version of Adobe Reader. A link is provided on our website.

1. Click on the link to the desired PDF file.



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## Useful Information

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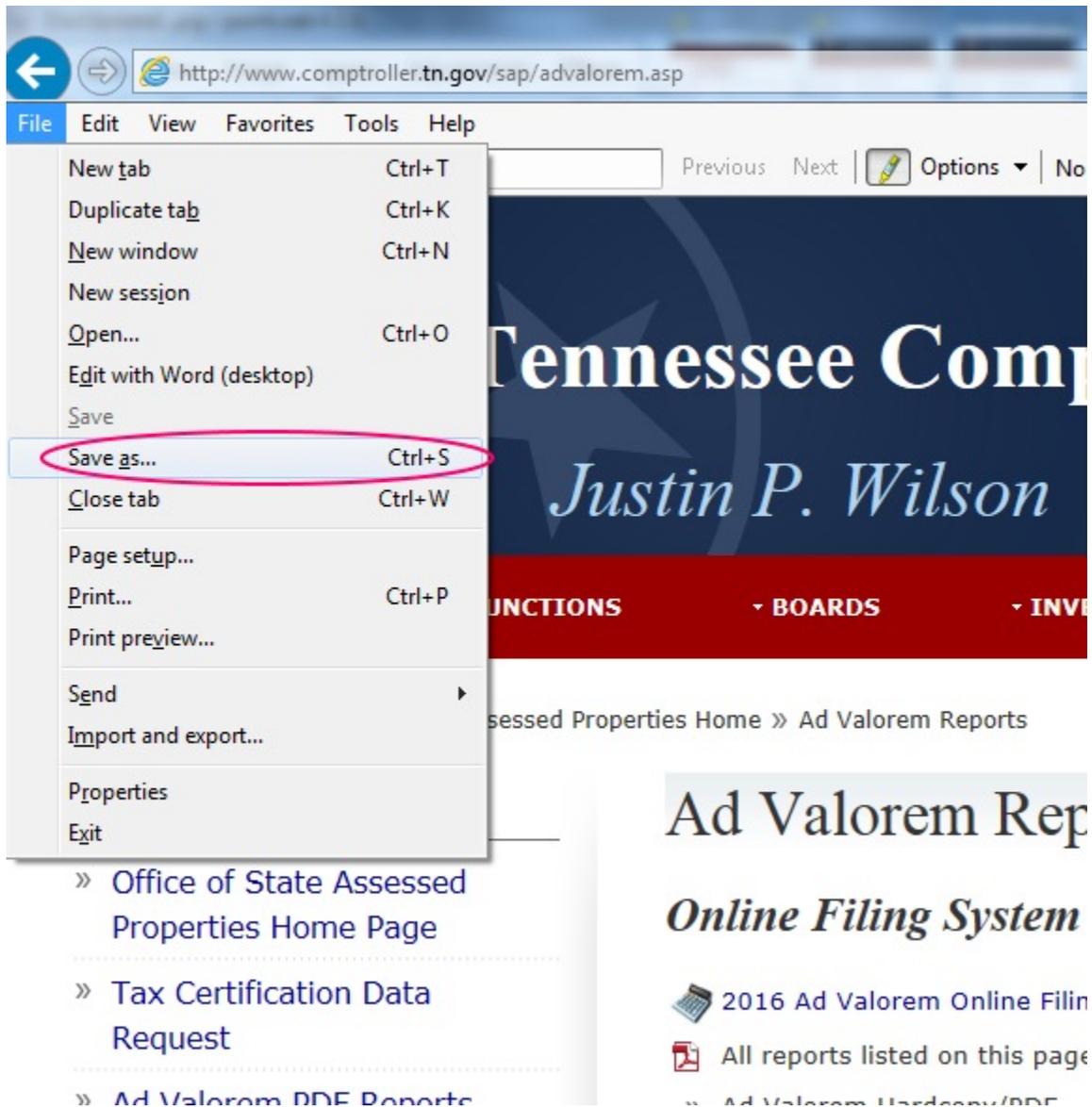
## Ad Valorem Reports

### Online Filing System

- » 2016 Ad Valorem Online Filing is now available for **all company types**
- » All reports listed on this page are in Adobe Reader format (PDF files).
  - » Ad Valorem Hardcopy/PDF – all 2016 Reports will be available on February 1, 2016
  - » All pdf Ad Valorem forms may be saved and filled out. Please click [here](#) for instructions

<b>AF</b>	Air Freight Companies	2016	2015	2014	2013
<b>AL</b>	Airline Companies (PAX)	2016	2015	2014	2013
<b>BL</b>	Barge Line Companies	2016	2015	2014	2013
<b>EC</b>	Electric Cooperatives	2016	2015	2014	2013

- When the PDF opens select the menu options “File-->Save as..” to save the document to your computer.



- Browse to the saved file and open it in Adobe Reader. There will be a “Fill & Sign” link in the menu on the right.

**MOTOR CARRIER AD VALOREM TAX REPORT GENERAL INSTRUCTIONS**

*is report must be filed with the Comptroller of the Treasury on or before April 1, 2016.*

**OUR COMPANY IS NO LONGER IN BUSINESS, PLEASE NOTIFY THIS OFFICE IMMEDIATELY, TO AVOID POSSIBLE FORCE ASSESSMENT FOR THE 2016 TAX YEAR!**

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. Tennessee Code Annotated §67-5-1317. Failure to file a tax report could result in an audit under T.C.A. §67-5-1320.

is report is subject to **AUDIT** by the Comptroller of the Treasury. Tennessee Code Annotated §67-5-1320.

Link report forms are available at <http://www.comptroller.state.tn.us/sap/advalorem.htm>.

Round all dollar figures to whole dollars. Do not leave blanks. Enter “0” for none.

The **FEIN#** is your Federal Employer Identification Number.

Guidance for preparing Lines 10-13: (As of 12/31/2015). If no **TOTAL CURRENT ASSETS AND TOTAL CURRENT LIABILITIES** are listed, **you must attach a Balance Sheet & Income Statement.**

<u>TOTAL CURRENT ASSETS</u>	<u>TOTAL CURRENT LIABILITIES</u>	<u>GROSS REVENUES</u>	<u>NET OPERATING INCOME</u>
Cash and Deposits	Notes Payable	Total Revenues from trucking operation.	Gross Revenues minus operating expenses not including interest expense.
Temporary Investments	Accounts Payable		
Accounts Receivable	Accrued Interest		
Notes Receivable	Taxes Payable		
Materials and Supplies	Accrued Wages, Salaries		
Prepaid Expenses	Customer Deposits		
Other current Assets	Other Current Liabilities		

Revenue Equipment is all equipment owned, used, or leased (owner operators operating under the same MC authority or the lessee) in direct production of income, i.e., Trucks, Tractors or Trailers.

**14A**-Cost of Total System Revenue Equipment “OWNED OR LEASED TO OWN” should be the gross **original cost**, plus improvements, before depreciation if purchased new or used.

**14B**-Cost of Total System Revenue Equipment “LEASED” should be the gross **original cost**, new or used, to the owner. If the actual cost is not available, reasonable estimates of original cost will be considered if adequate details are

- Select the “Fill & Sign” button to begin typing on the form. You will be able to save your work for your records.

- At this point, to change pages, press the up arrow or down arrow at the bottom of the PDF.

Fill & Sign

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J	Temporary Investments	Accounts Payable		
P	Accounts Receivable	Accrued Interest		
M	Notes Receivable	Taxes Payable		
A	Materials and Supplies	Accrued Wages, Salaries		
X	Prepaid Expenses	Customer Deposits		
U	Other current Assets	Other Current Liabilities		

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