

***** ALWAYS KEEP A COPY OF YOUR RETURN FOR YOUR RECORDS *****

Property Tax Return
Completion Check List

Business

- All pages & sections / completed
- Asset listing
- Disposal list (if applicable)
- Corresponding IRS documents
- Additional documents to support numbers reported (balance sheet, profit & loss, etc.)
- Sign & date return

Boats & Aircraft

- All pages & sections / completed
- Bill of Sale (if applicable)
- Documentation to support value (optional)
- Sign & Date return

RETURNS ARE DUE APRIL 2, 2012

If mailing close to the deadline...be sure to have your envelope counter stamped with a USPS postmark to avoid penalties.