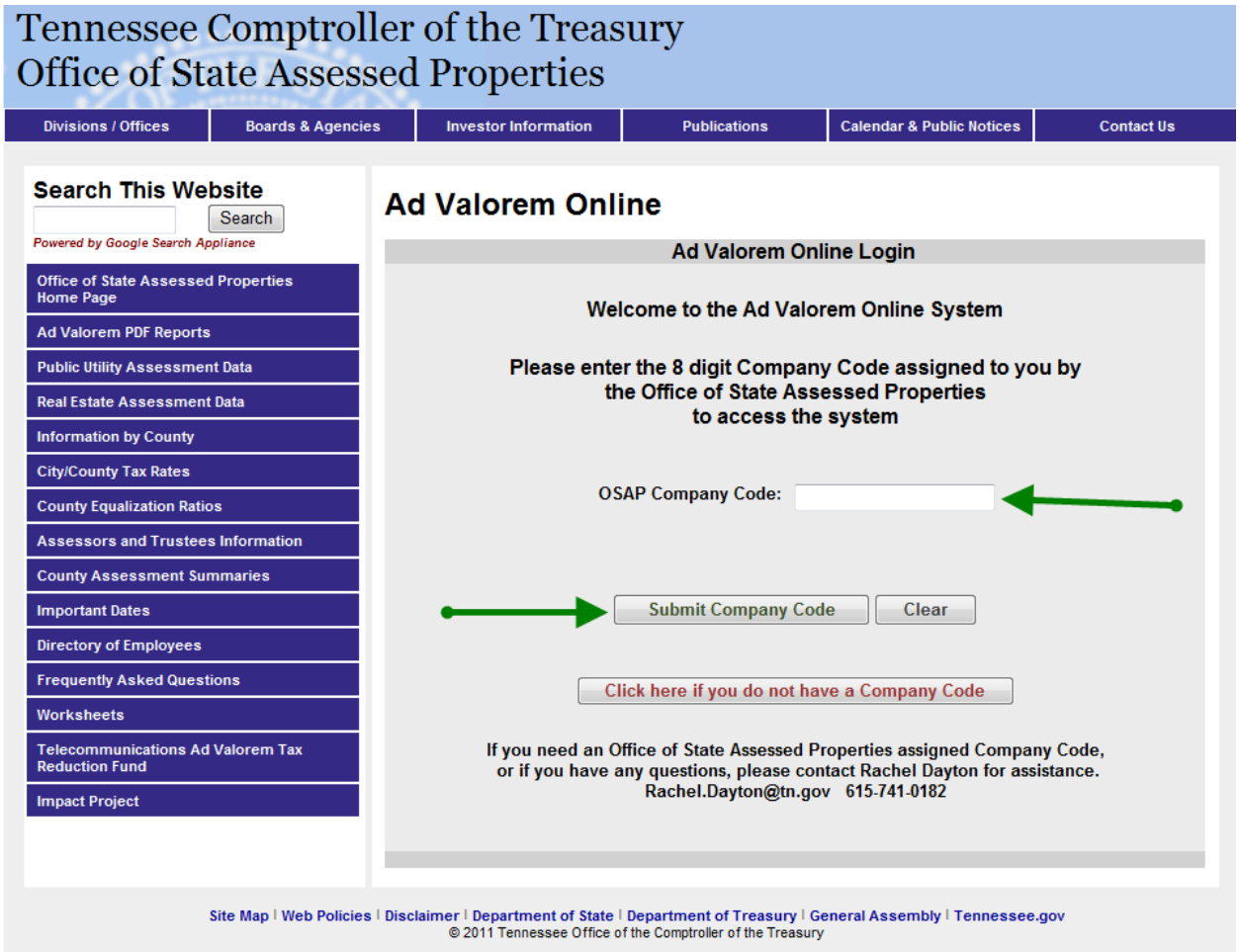
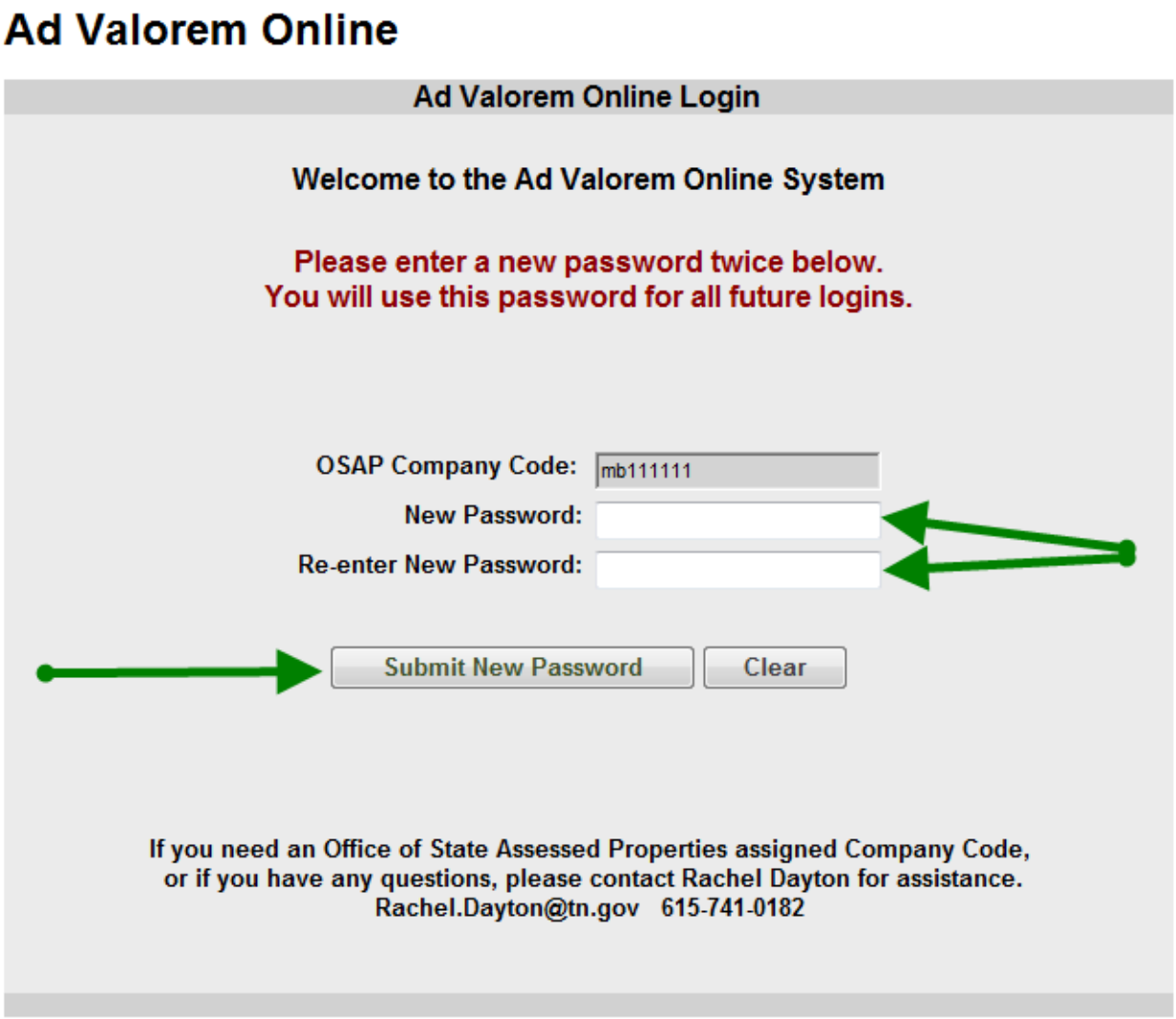
Welcome to Ad Valorem Online

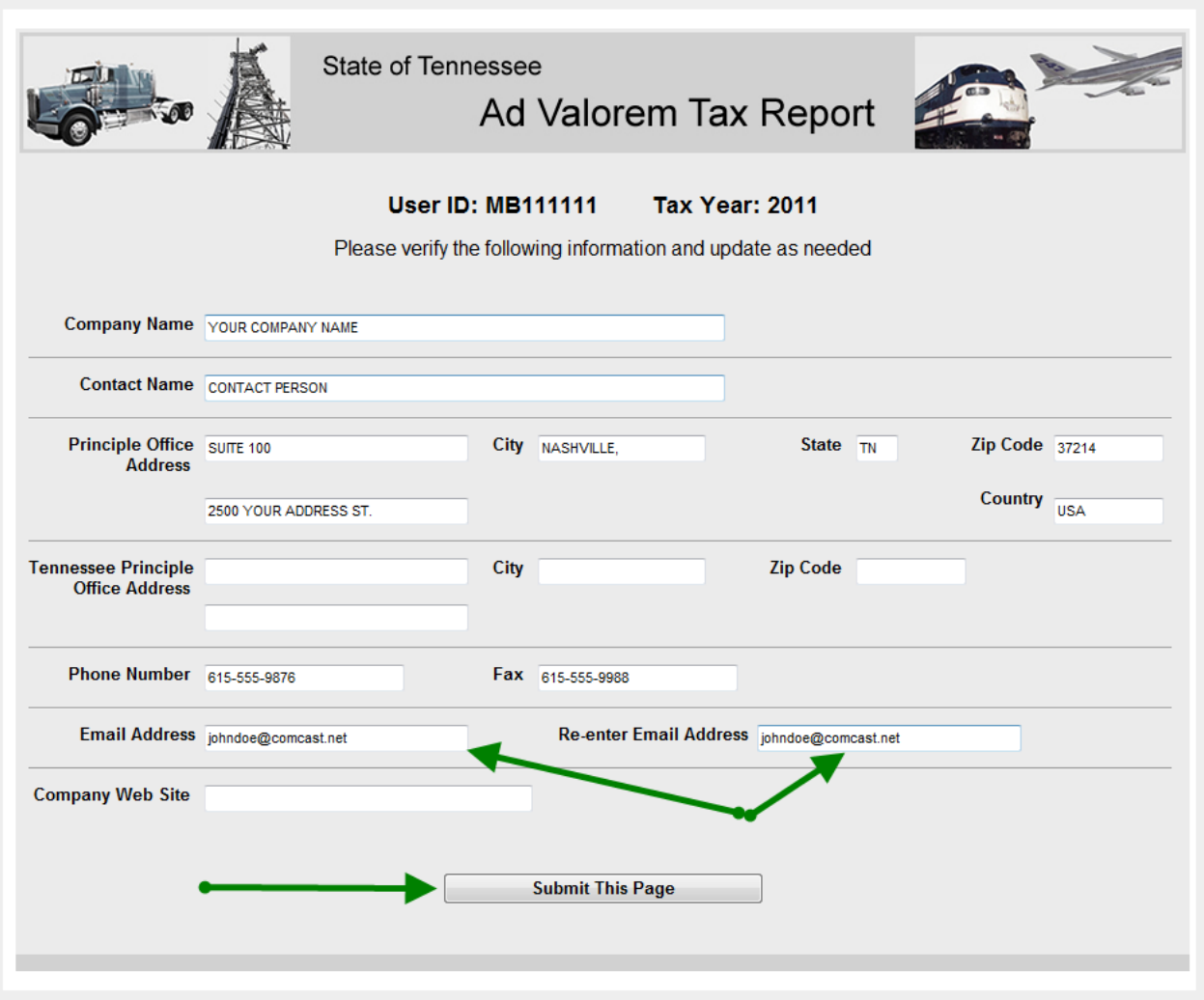
This system allows you to easily file your Ad Valorem Tax Report over the internet. Your online form is laid out just like your paper forms have always been. To log into the system, simply enter your Office of State Assessed Properties 8 digit Company Code in the box next to "OSAP Company Code" and click the "Submit Company Code" button.



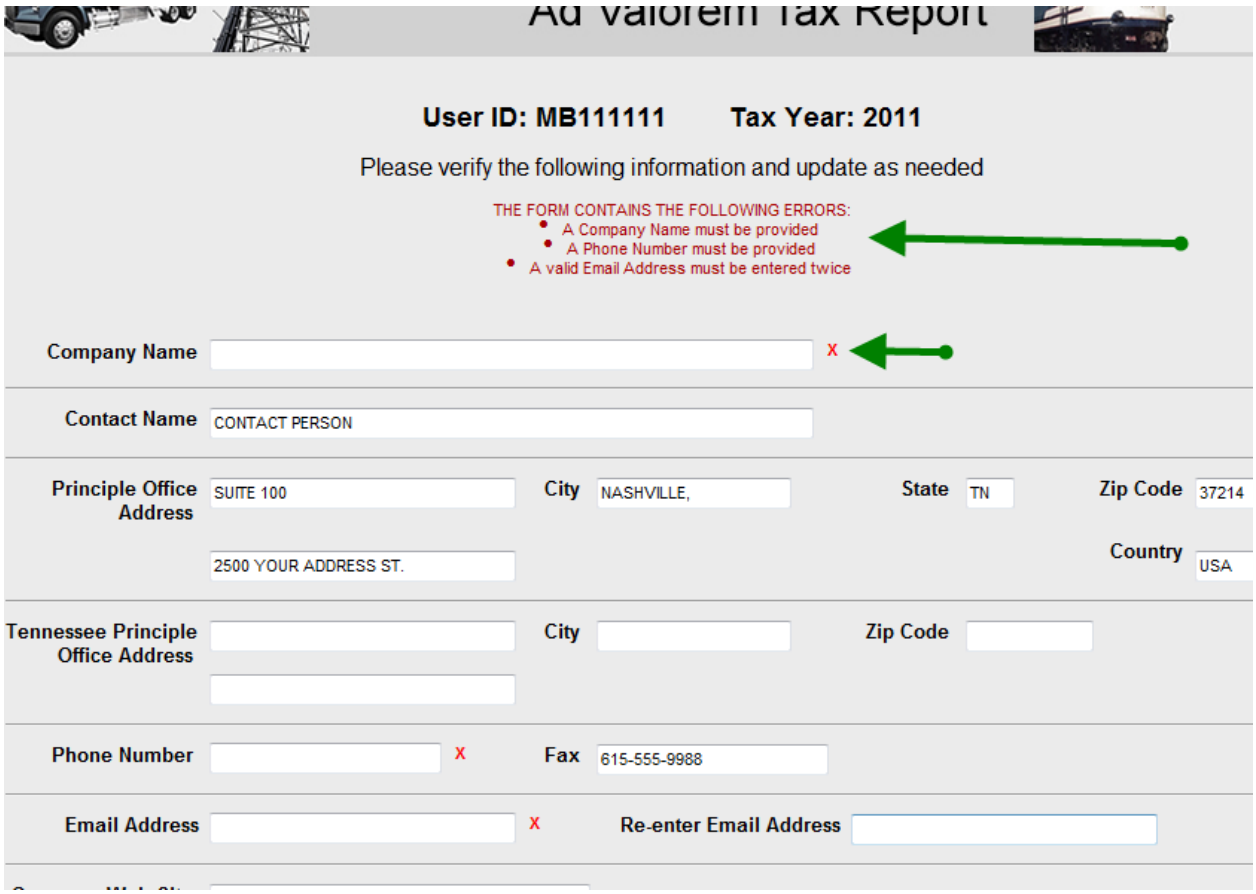
After that, you will be instructed to create a password. Simply enter a New Password of your choosing two times and click the "Submit New Password" button.



Once you have chosen a password, you will be able to use it every time you log in after that. The next screen you will see is your company information screen. We may already have some of your company information, but it is important that we have the most current and complete information. One very important item is your current email address. This is how we will communicate with you if we need to help you with your submission or ask you to make a revision. That is why we ask you to enter it twice just to make sure we get it right. After you have entered all your company information, please click the "Submit This Page" button at the bottom.



If you made any errors, or left out any information that we need, you will be alerted of this at the top of the page with messages about what the errors were. There will also be a red "X" next to each field that contains the error. All you need to do is make your corrections and once again click the "Submit This Page" button.



After your company information has been entered, you will be taken to the Ad Valorem Report entry screen like the one shown below.

State of Tennessee

Ad Valorem Tax Report

User ID: MB111111 **Tax Year: 2011**

Click here for complete Instructions

Instructions will open in a separate window

MOTOR BUS - MB-1

1. Company Legal Name

Doing Business As

FEIN#

Email Address

Re-enter Email Address

2. A. Business Address

Business City

State

Zip Code

B. Mailing Address

Mailing City

State

Zip Code

C. Tennessee Primary Address

Tennessee Primary City

Zip Code

Please check appropriate button below for Tennessee Primary location

Rented / Leased

Owned In Exact Name of Company

3. Telephone Number

Fax Number

4. Company Web Site

5. Direct questions about this report to

Name and Title

City

State

Telephone Number

Email Address

Address

Zip Code

Fax Number

6. President or Owner

Name and Title

City

State

Telephone Number

Email Address

Address

Zip Code

Fax Number

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, 2009

A. Tennessee Only

B. Total System Including Tennessee

10. Total Current Assets
(Do not include cost of buses and vans)
$

11. Total Current Liabilities
(Do not include cost of buses and vans)
$

SYSTEM

12. Gross Revenues
$

13. Net Operating Income
$

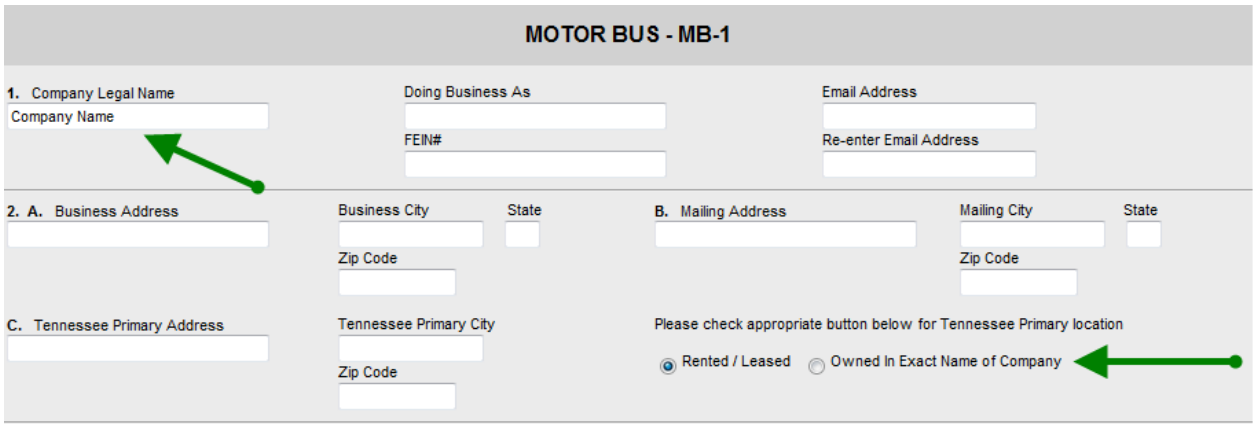
14. Total System Revenue Equipment Cost (As of 12/31/2009)

A. Owned
$

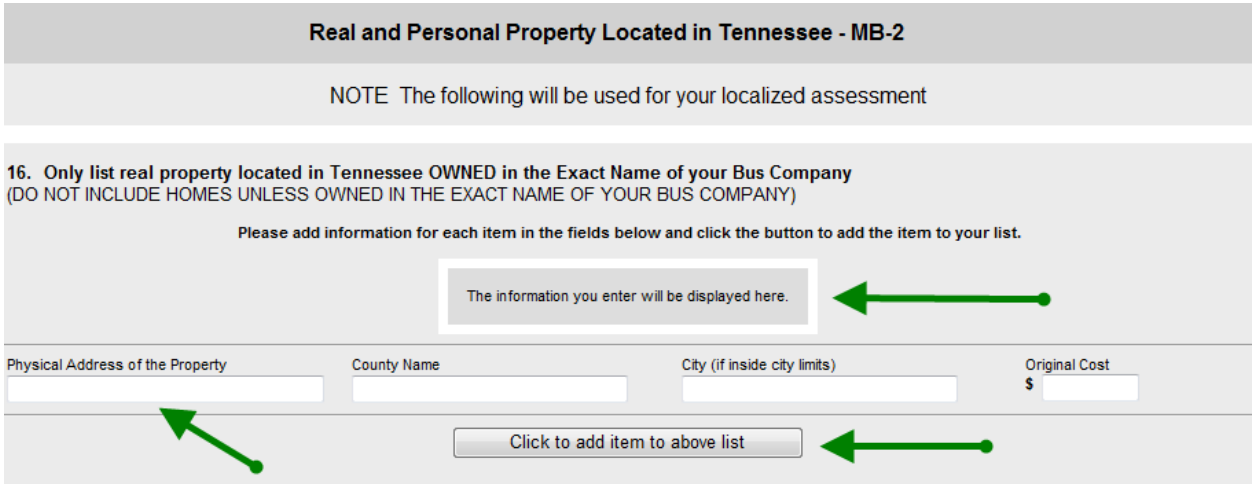
B. Leased
$

15. Total Number of System Power Units (All buses and vans used as of 12/31/2009)

Just fill out the form boxes right on your computer and click or use your tab key to advance to the next box. Some of the buttons need to be clicked to make your selection between two or more options. Fields should be left BLANK if they are Not Applicable.



Some sections allow you to enter many items into lists that can grow. These lists will start with nothing in them, but have boxes below them for you to enter information as shown here.



When you have entered the information for your first item, click the "Click to add item to above list" button.

The item will then appear above the boxes.

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

Please add information for each item in the fields below and click the button to add the item to your list.

	Physical Address of the Property	County Name	City (if inside city limits)	Original Cost
Remove	737 Testing Drive	Shelby	Memphis	20000.00

Physical Address of the Property | County Name | City (if inside city limits) | Original Cost $

Click to add item to above list

You can then enter more items in exactly the same way. You are able to create lists of items as long as you need. If you need to remove an item from your list, simply click the "Remove" button next to that item.

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

Please add information for each item in the fields below and click the button to add the item to your list.

	Physical Address of the Property	County Name	City (if inside city limits)	Original Cost
Remove	987 Highway 100	Davidson	Nashville	38000.00
Remove	123 Another Street	Shelby	Memphis	25000.00
Remove	737 Testing Drive	Shelby	Memphis	20000.00

Physical Address of the Property | County Name | City (if inside city limits) | Original Cost $

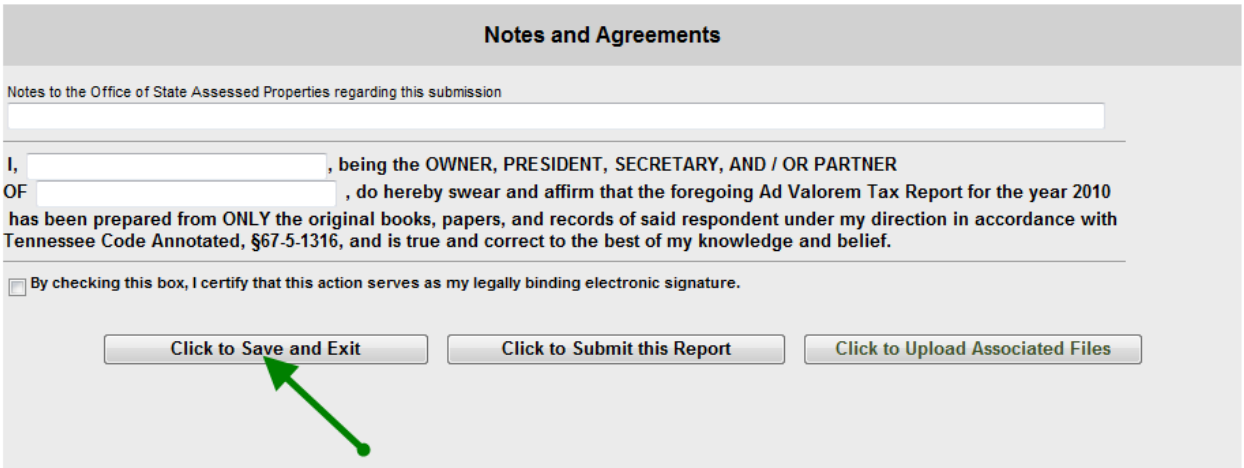
Click to add item to above list

Some areas of the form will perform automatic calculations for you.

ALL STATES

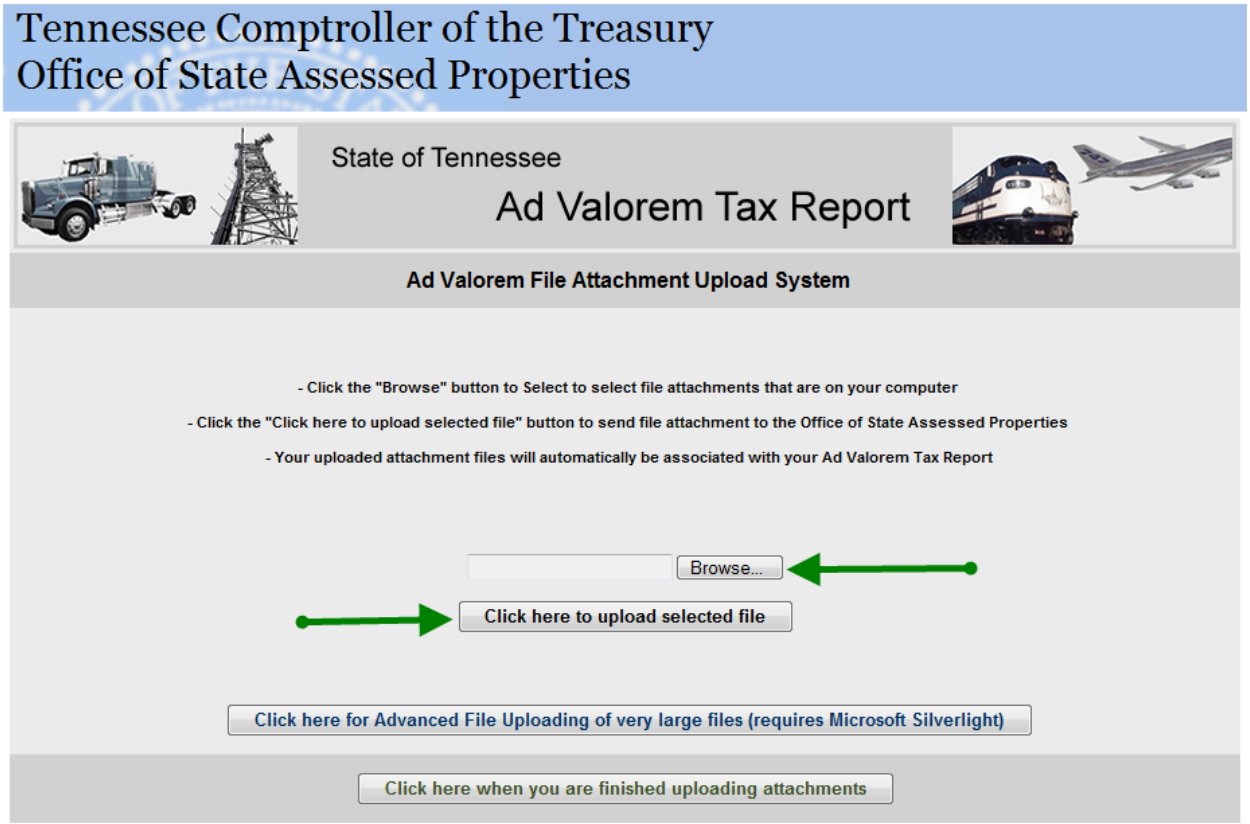
Type of Property	Number of Items	Balance at Beginning of Year	Additions During Year	Retirements During Year	Number of Items	Balance at Close of Year
Revenue Equipment (Owned)						
1. Passenger Bus	10000	$ 0	$ 450	$ 0	654	$ 0
2. Mini Passenger Bus	0	0	500	0	0	0
3. Van	500	0	900	0	0	0
4. Other Revenue Equipment	0	0	5970	0	0	0
TOTAL	10500	$ 0	$ 7820	$ 0	654	$ 0

If you have any notes that you need to send to the Office of State Assessed Properties for ANY SECTION, you may enter them in the "Notes to the Office of State Assessed Properties" box found above the signature line at the end of your report. You can save your work any time you like by clicking the "Click to Save and Exit" button at the bottom of the screen. You will then be able to log in at a later time. The form will automatically load everything you had entered into it when you return.

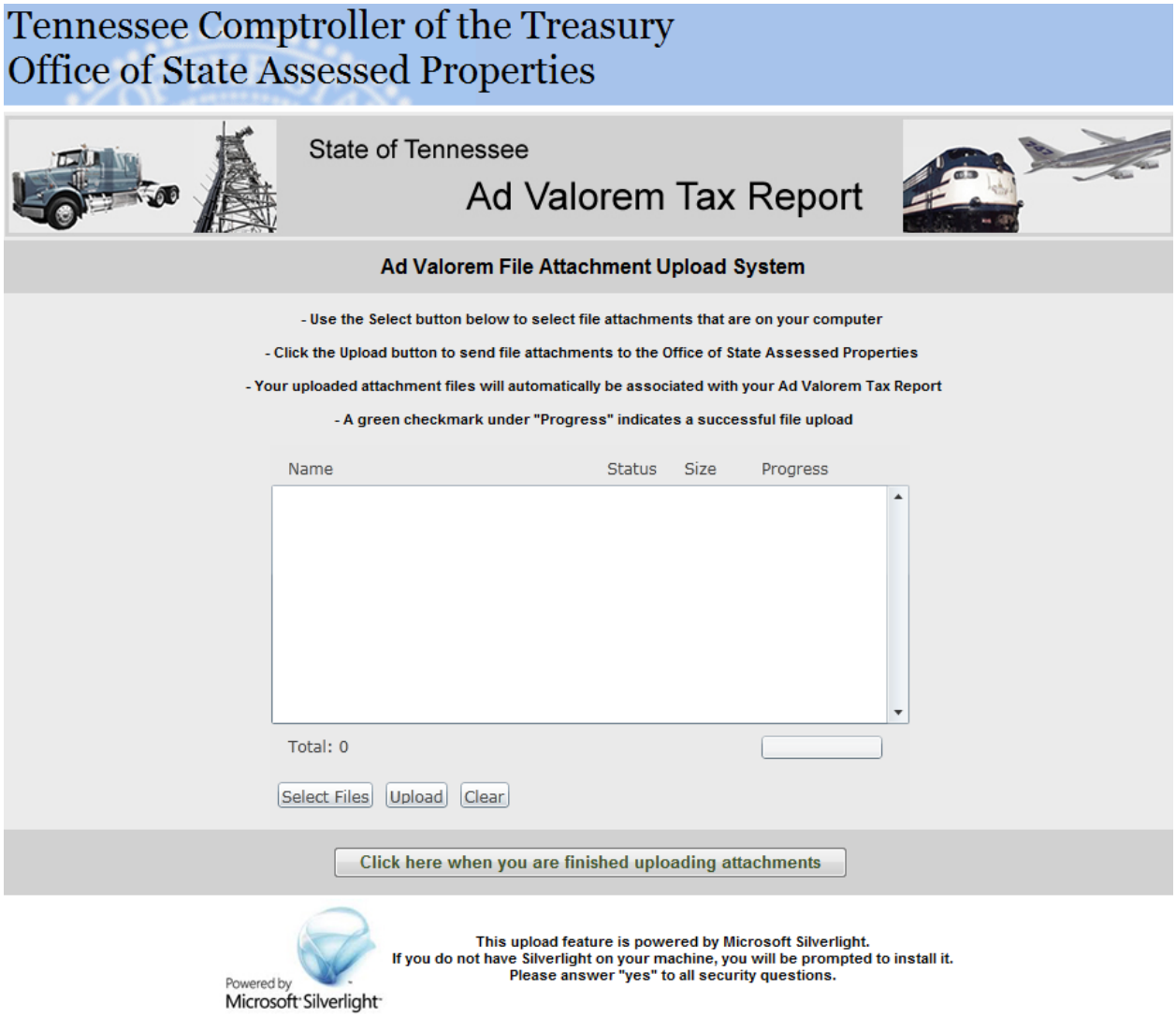


If you have any files you need to attach, such as a Microsoft Word Document or an Excel file, simply click the "Click to Upload Associated Files" button at the bottom right.

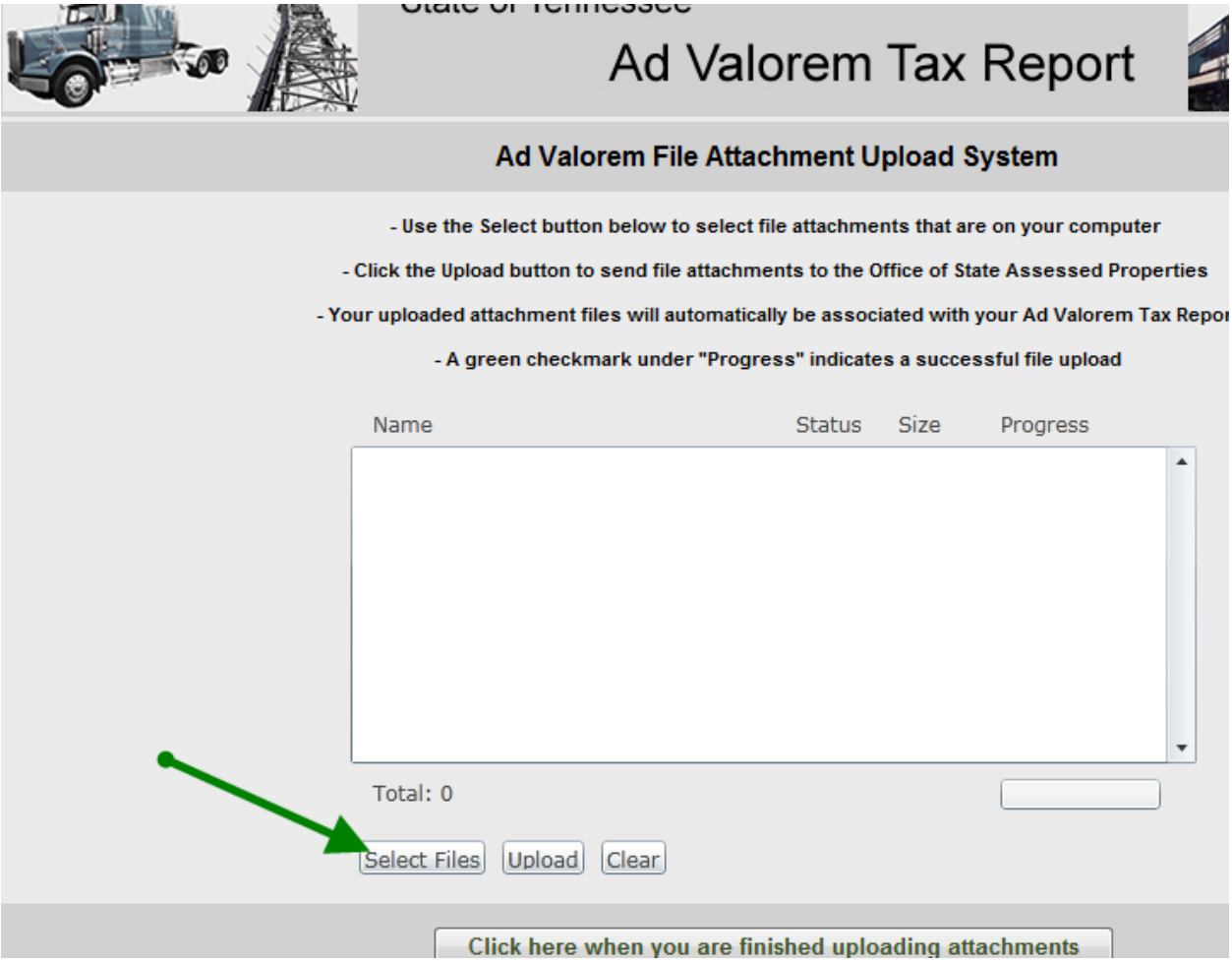
From there you will be taken to the Ad Valorem File Attachment Upload System. To use basic uploading, simply click the "Browse" button to select a file on your computer. After you have selected the file you wish to upload, click the "Click here to upload selected file" button. You will receive a message in red indicating whether or not the file uploaded successfully to the Office of State Assessed Properties. There is also an Advanced File Attachment Upload System available for very large files. This is available from the "Click here for Advanced File Uploading…" button.



The Advanced File Attachment Upload System is powered by Microsoft Silverlight. If you do not have Silverlight on your computer, you will be prompted to install it automatically. Just say "yes" to any security pop ups that may appear if you wish to use this upload method instead of the one above.

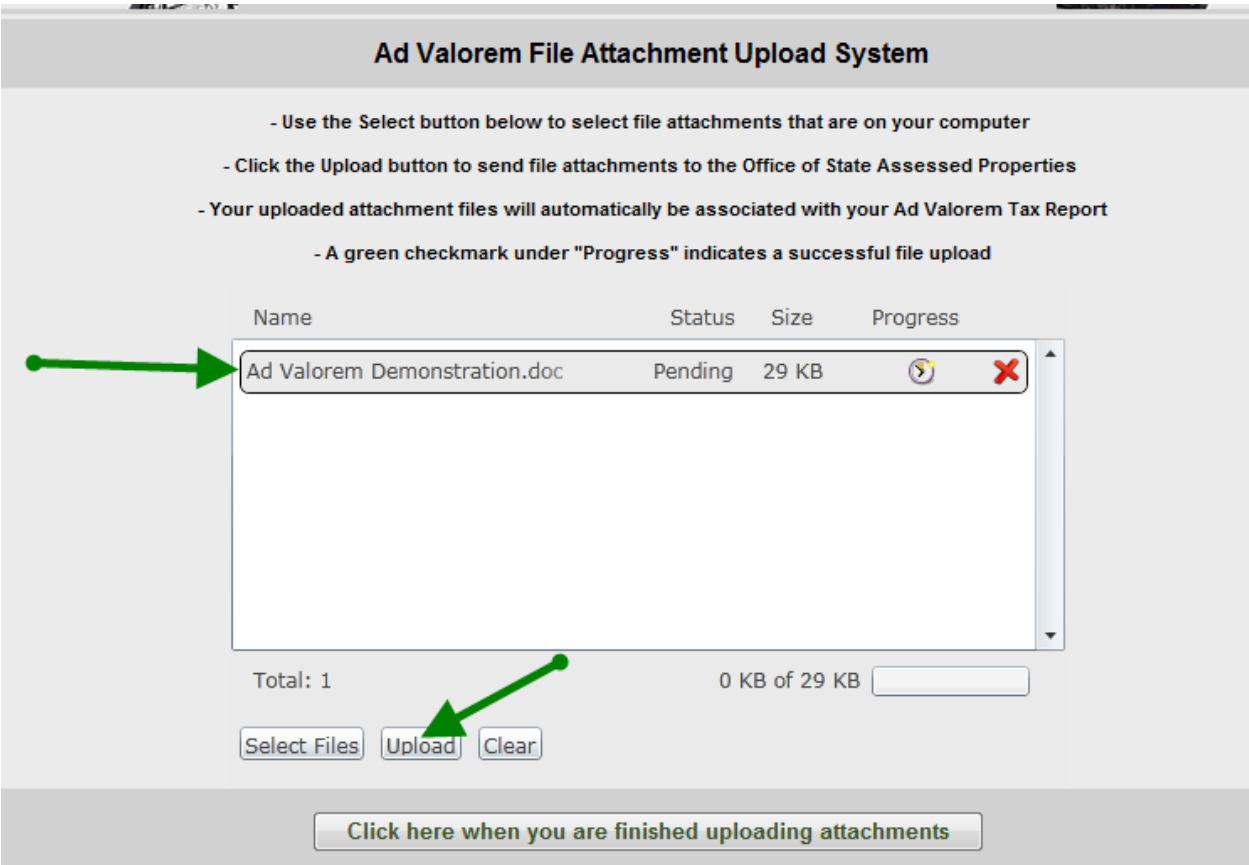


To upload files, simply click the “Select Files” button.



A navigation box will open allowing you to select your file.

Once you have selected a file on your computer, its name will appear in the white window. You can then click the "Upload" button and it will be sent to the Office of State Assessed Properties.



The system will associate your uploaded files with the rest of your Ad Valorem Report submission.

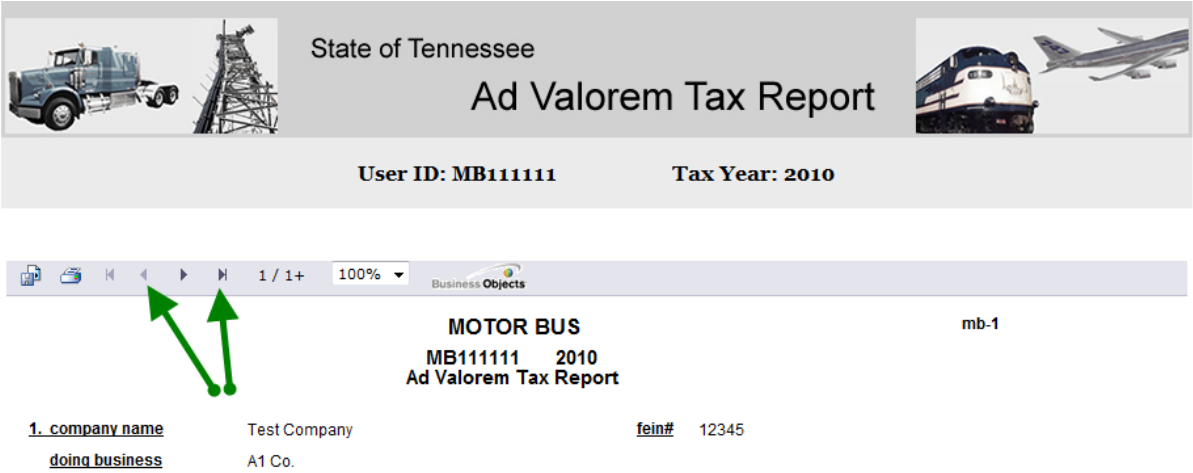
Click the "Click here when you are finished uploading attachments" button to return to your report.

When you have completed the form and are ready to send it to the Office of State Assessed Properties, simply click the "Click to Submit this Report" button.

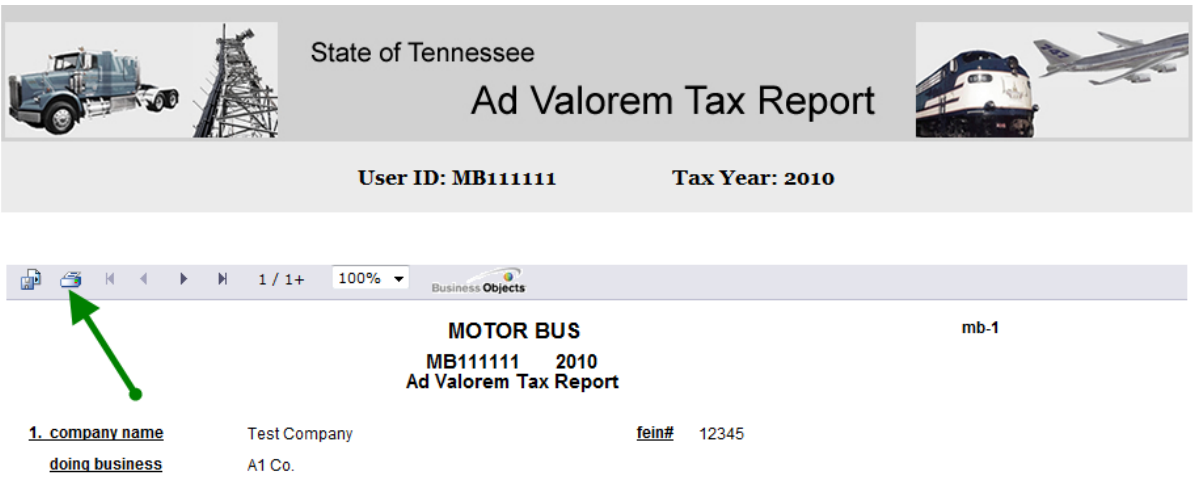
After you have successfully submitted your Ad Valorem Report, you will have options to view and print the report. You can even upload files if you forgot to do so.

You will not be able to change your report any further after submitting it unless the Office of State Assessed Properties has requested you make changes to it. We will contact you by email if that needs to be done.

To view or print the report, click a "Click here to View / Print your Report" button. The report will be displayed for you. There are arrows at the top of the report to move through the pages.



If you would like to print the report, or save it as a PDF document, click the small printer icon.



Thank you for using Ad Valorem Online.

If you have further questions, please contact State Assessed Properties for assistance.
Osap.OSAP@cot.tn.gov 615-741-0140