



## INSTRUCTIONS FOR COMPLETING A TIMBER TAX RETURN

- Column 1. Enter the page number of the Harvest Report (form BOE-401-APT). All pages, except those that are exempt, are summarized on this Timber Tax Return.
- Column 2. Enter the name of the county indicated in Item 6A of the Harvest Report.
- Column 3. Enter the county code number indicated in Item 6B of the Harvest Report. (Example: Shasta County is number 45)
- Column 4. Enter the total taxable harvest value(s) indicated in Item 21 of the Harvest Report(s). Complete a separate line for each county. If more lines are needed, use BOE-401-SPT, Timber Tax Return (Supplement).
- Item 5. If the Supplement is used, enter the total harvest value from the Supplement, otherwise leave blank.
- Item 6. Enter the total of the harvest values in Column 4.

### COMPUTATION OF TAX

- Item 7. Multiply the total of harvest values in Item 6 by the timber tax rate of 2.9% and enter the amount to the nearest cent. (Example:  $\$6,740.00 \times 0.029 = \$195.46$  tax)

### PENALTY AND INTEREST

If the return is to be mailed or filed after the due date shown at the top of the return, compute the penalty and interest.

- Item 8. Multiply the total tax in Item 7 by 10 percent and enter the amount to the nearest cent. (Example:  $\$195.46 \times 0.10 = \$19.55$  penalty for late filing)
- Item 9. Multiply the total tax in Item 7 by the factor shown to calculate the daily interest, then multiply the daily interest by the number of days late and enter the amount to the nearest cent. (Example:  $\$195.46 \times 0.0000821918 = 0.0161$  daily interest.  $\$0.0161$  daily interest  $\times$  59 days late =  $\$0.95$  total daily interest for late filing)

### TOTAL AMOUNT DUE AND PAYABLE

- Item 10. Enter the total of Items 7, 8, and 9 to the nearest cent. This is the total amount due and payable to the Board of Equalization. (Example:  $\$195.46$  tax +  $\$19.55$  Penalty +  $\$0.95$  daily interest =  $\$215.96$  total amount due)

### HARVEST DATES

- Item 11. Enter the first and last dates of scaling reported with this return. (Example: all logs were scaled at the sawmill between December 1 – 31, 2015 for this quarter's reporting)

### STATUS OF HARVESTING

- Item 12. If all timber harvesting activity has been completed and you *do not intend* to engage in further harvesting, please check the box. **This will close your account and tax return forms will no longer be mailed to you.**

Item 13. If you did not harvest timber during this reporting quarter, check the box.

Item 14. If you have harvested timber and Item 21 of your Harvest Report indicates a total taxable harvest value of \$3,000 or less, check the box.

Item 15. The return must be signed by you or your authorized agent. Enter a telephone number that you can be reached at if auditing staff needs to contact you regarding a question about your tax return.