

LETTER AND INSTRUCTIONS FOR AMENDING AN ASSESSMENT

TO: THOMAS J. CAPELLA
ASSESSOR, JEFFERSON PARISH
200 DERBIGNY STREET SUITE 1100
GRETNA, LA 70053
ATTN: Marc Burmaster, Deputy Assessor

I operate a business having assets as listed on the attached report. Please correct bill/ notice/ number(s) _____ in the name of _____ for the year(s) _____.

Signature of Business Owner or Authorized Agent

NOTARY PUBLIC

Telephone #: _____

Please have the following completed along with this letter:

1. HAVE LETTER NOTARIZED
2. COPY OF TAX BILL
3. FORM(S) FILLED OUT, SIGNED AND DATED
4. CHECK FOR \$20.00 (FOR EACH YEAR AMENDING)
PAYABLE TO: **LOUISIANA TAX COMMISSION**
*****DO NOT MAKE CHECK PAYABLE TO THE ASSESSOR*****

****IF ALL REQUIREMENTS ARE MET YOU SHOULD RECEIVE A CORRECTED BILL IN ABOUT 4 - 6 WEEKS****

If you have any questions, please contact our office at (504)362-4100.