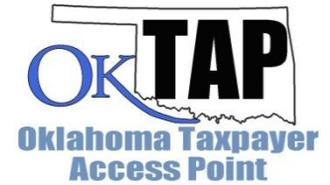


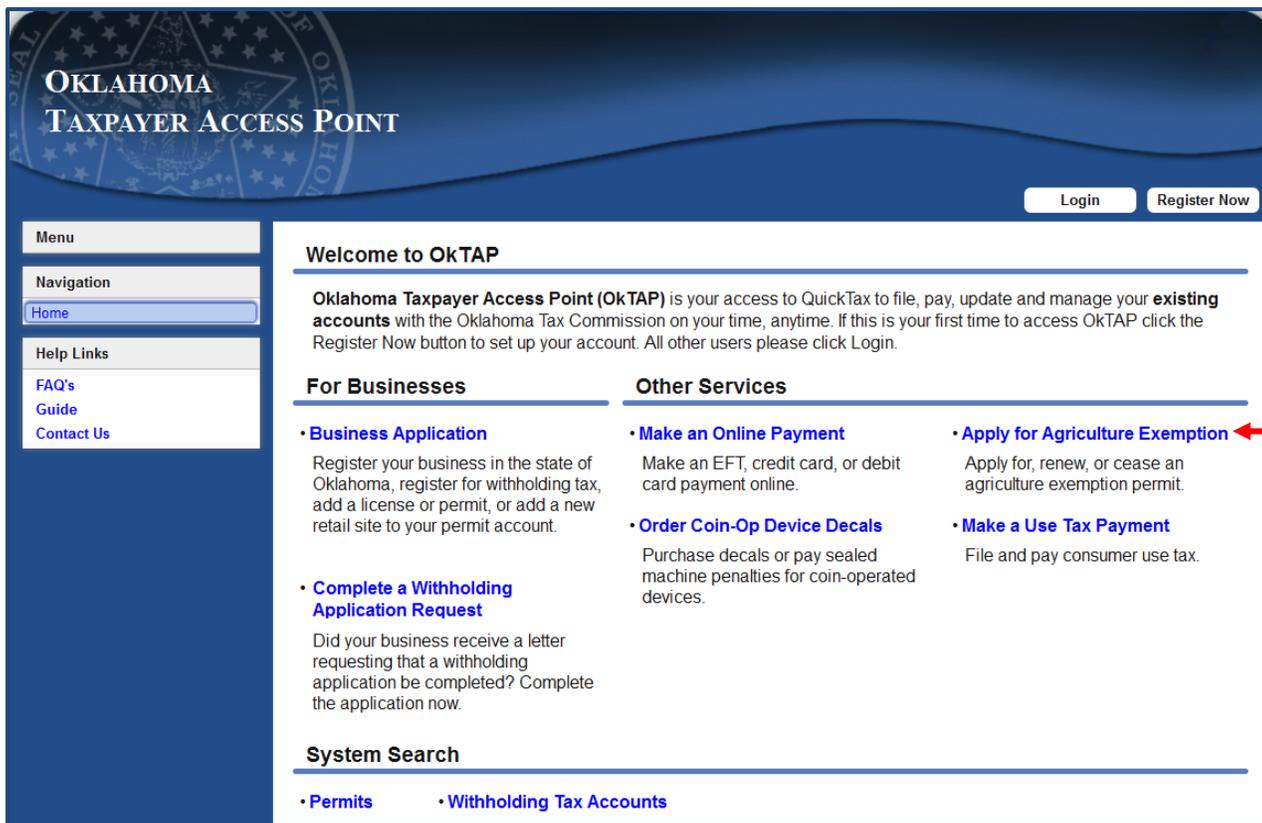
# AGRICULTURE EXEMPTION APPLICATION



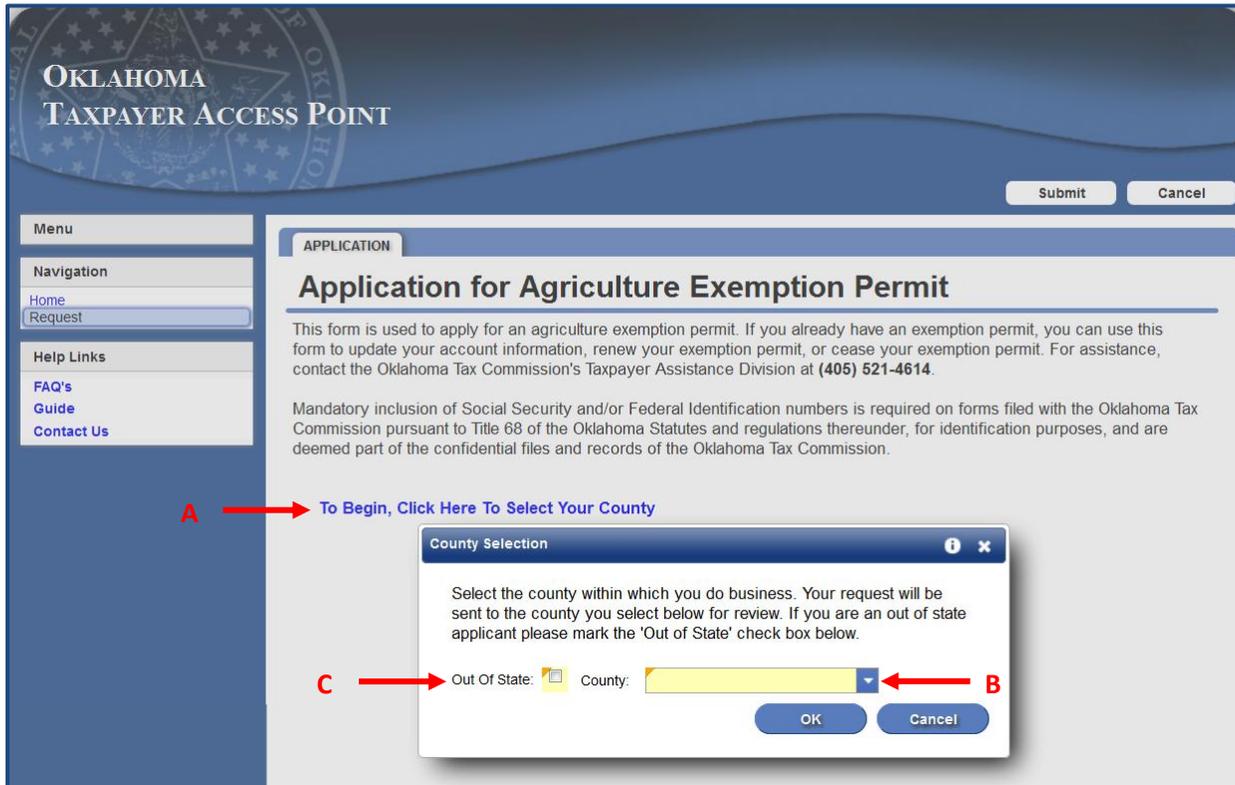
The agriculture exemption application on OkTAP allows you to apply for a new exemption permit, renew an expiring or already expired permit, update information for your already existing permit, or cease an exemption permit which is no longer required.

To begin an agriculture exemption application:

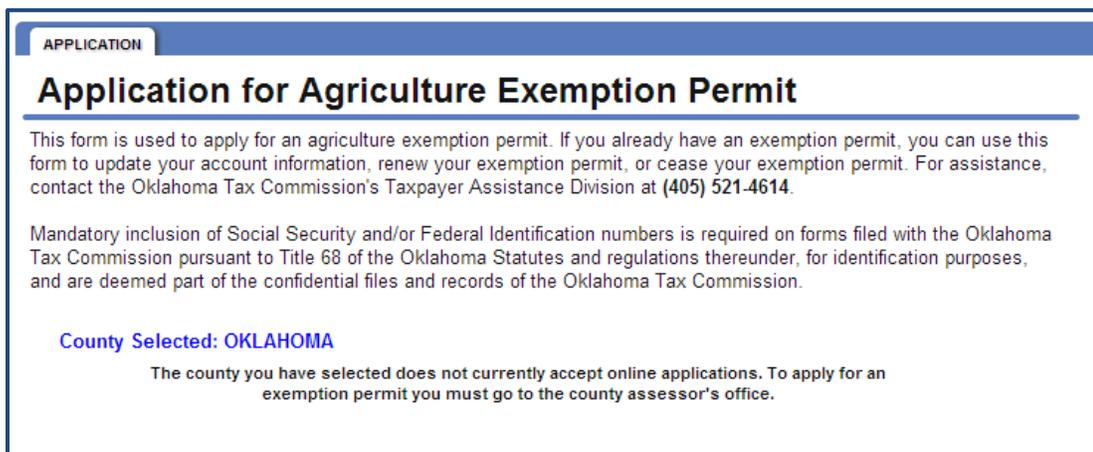
1. Click the **Apply for Agriculture Exemption** link on the OkTAP home page.



2. Click the **To Begin, Click Here to Select Your County** link (A).
3. Select the county to send your application to from the drop-down menu (B). If you are an out of state applicant, select the **Out Of State** check box (C).



4. If the county you select is not participating in the OkTAP application process at this time, you will be shown the following screen and will not be able to submit an application via OKTAP.



### Step 1: Request Type Information

1. If your county is participating in our online process, begin the application process by clicking the **Select Request Type** link.

**APPLICATION**

## Application for Agriculture Exemption Permit

This form is used to apply for an agriculture exemption permit. If you already have an exemption permit, you can use this form to update your account information, renew your exemption permit, or cease your exemption permit. For assistance, contact the Oklahoma Tax Commission's Taxpayer Assistance Division at (405) 521-4614.

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[County Selected: OKLAHOMA](#)

 [Select Request Type](#)

2. Select one of the four requests types.

Request Type ? ×

### Request Type Information INCOMPLETE

**Request** ?

  New  Update  Renewal  Cease

**Identification Info:**

Individual  Business

SSN

First Name:  M.I.  Last

**Applicant Info:**

Trade Name (DBA)  ?

Business Phone

3. Select if you are applying as an individual or a business (A).
4. Enter the identification and application information (B).
5. Select the **OK** button (C) once all required information is completed.

The screenshot shows a window titled "Request Type" with a "COMPLETE" status indicator. It contains three sections: "Request" with radio buttons for "New", "Update", "Renewal", and "Cease"; "Identification Info:" with radio buttons for "Individual" (selected) and "Business", and input fields for "SSN" (155-55-5555), "First Name" (SAMPLE), "M.I." (empty), and "Last" (APPLICATION); and "Applicant Info:" with input fields for "Trade Name (DBA)" (SAMPLE AGRICULTURE PERMIT) and "Business Phone" ((555)555-5555). At the bottom right are "OK" and "Cancel" buttons. Red arrows labeled A, B, and C point to the "Individual" radio button, the "SSN" field, the "First Name" field, the "Trade Name (DBA)" field, and the "OK" button, respectively.

## Step 2: Address Information

1. Click the **Enter Address Information** link.

The screenshot shows the "APPLICATION" header and the title "Application for Agriculture Exemption Permit". Below the title is a paragraph of introductory text. A section titled "County Selected: OKLAHOMA" is displayed. A "Select Request Type" section with a green checkmark icon contains a summary of the entered information: Request Type: NEW, SSN: 155-55-5555, Name: SAMPLE APPLICATION, DBA: SAMPLE AGRICULTURE PERMIT, and Phone: (555)555-5555. At the bottom, a red arrow points to the "Enter Address Information" link, which is preceded by a red warning icon.

2. Enter your mailing address and click the **Click here to verify your mailing address** link to check the address you entered with USPS information.

**Address Information** INCOMPLETE

**Mailing Address:**

Street

Unit Type  Unit  City

State  Zip  County

[Click here to verify your mailing address](#) Verification Required

**Location Address:**  No Location Address  Same As Mailing

Street

Unit Type  Unit  City

State  Zip  County

[Click here to verify your location address](#) Verification Required

3. The address you entered will be verified. Click the **Select** link for the "Verified" address that most closely matches your address. If none of the "Verified" results match your address, click the **Select** link for the "As Entered" address.

**Address Search**

Country  Search

Street

Street 2

Unit Type  Unit  City

State  Zip  County

Attention

Click the **Select** link for the "Verified" address, containing the Zip+4, that most closely matches your address.  
If none of the "Verified" results match your address, click the **Select** link for the "As Entered" address.

**SELECT ADDRESS**

<a href="#">Select</a>	As Entered	2501 N LINCOLN BLVD OKLAHOMA CITY, OK 73494
<a href="#">Select</a>	Verified	2501 N LINCOLN BLVD OKLAHOMA CITY, OK 73194-1000

- 4. Repeat the validation process for your location (farm) address.
  - a. If your location address is the same as your mailing address, select the **Same As Mailing** check box.

The screenshot shows a window titled "Address Information" with a "COMPLETE" status indicator. It contains two main sections: "Mailing Address" and "Location Address".

**Mailing Address:** Street: 2501 N LINCOLN BLVD; Unit Type: [empty]; Unit: [empty]; City: OKLAHOMA CITY; State: OKLAHOMA; Zip: 73194-1000; County: OKLAHOMA. A link "Click here to verify your mailing address" and "Address Verified" text are present.

**Location Address:** Radio buttons for "No Location Address" (unselected) and "Same As Mailing" (checked) are shown. A red arrow points to the checked "Same As Mailing" checkbox. Below are fields for Street, Unit Type, Unit, City, State, Zip, and County, all of which are empty or contain the same information as the mailing address.

Buttons for "OK" and "Cancel" are at the bottom.

- b. If your farm does not have a physical location address, select the **No Location Address** check box and enter the legal description of your farm's location.

The screenshot shows the same "Address Information" window, but with an "INCOMPLETE" status indicator. The "Mailing Address" section is identical to the previous screenshot.

**Location Address:** The "No Location Address" radio button is selected, indicated by a red arrow. The "Same As Mailing" checkbox is unselected. A "Legal Descr." field is highlighted in yellow and is currently empty.

Buttons for "OK" and "Cancel" are at the bottom.

5. Click the **OK** button once all fields are completed and no fields are in error.

**Address Information** COMPLETE

**Mailing Address:**

Street: 2501 N LINCOLN BLVD

Unit Type: [dropdown] Unit: [input] City: OKLAHOMA CITY

State: OKLAHOMA Zip: 73194-1000 County: OKLAHOMA

[Click here to verify your mailing address](#) Address Verified

**Location Address:**  No Location Address  Same As Mailing

Street: 2503 N LINCOLN BLVD

Unit Type: [dropdown] Unit: [input] City: OKLAHOMA CITY

State: OKLAHOMA Zip: 73194-1000 County: OKLAHOMA

[Click here to verify your location address](#) Address Verified

**OK** **Cancel**

### Step 3: Agriculture Information

1. Click the **Enter Agriculture Information** link.

**APPLICATION**

## Application for Agriculture Exemption Permit

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County Selected: OKLAHOMA

**Select Request Type**

Request Type: NEW SSN: 155-55-5555  
Name: SAMPLE APPLICATION DBA: SAMPLE AGRICULTURE PERMIT Phone: (555)555-5555

**Enter Address Information**

Mailing Address: 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194-1000  
Location Address: 2503 N LINCOLN BLVD OKLAHOMA CITY OK 73194-1000

**Enter Agriculture Information**

2. If you enrolled in FSA, select the **Enrolled in FSA** check box (A). Enter your FSA number, if you have it available (B).

The screenshot shows a window titled "Agricultural Transactions" with a sub-header "Agricultural Information" and an "INCOMPLETE" status indicator. Under "Agricultural Transactions:", the "Enrolled in FSA?" checkbox is checked, marked with a red arrow and the letter "A". The "FSA Number" text box is highlighted in light green, marked with a red arrow and the letter "B". Other fields include "Num. Acres" (0), "Principle Product" (empty), "Num. Livestock" (0), "Type of Livestock" (empty), "Total Machines" (0), and "Total Value" (0.00). There are "OK" and "Cancel" buttons at the bottom right.

3. Enter the number of acres your farm consists of (A) and the principle product you produce (B).

The screenshot shows the same "Agricultural Transactions" window. In this view, the "Enrolled in FSA?" checkbox is checked. The "Num. Acres" text box is highlighted in light yellow, marked with a red arrow and the letter "A". The "Principle Product" text box is highlighted in light yellow, marked with a red arrow and the letter "B". Other fields include "FSA Number" (empty), "Num. Livestock" (0), "Type of Livestock" (empty), "Total Machines" (0), and "Total Value" (0.00). There are "OK" and "Cancel" buttons at the bottom right.

4. If you have livestock, enter the number (A) and enter the type of livestock you have (B).

**Agricultural Transactions** INCOMPLETE

**Agricultural Information**

**Agricultural Transactions:**

Enrolled in FSA?  FSA Number

Num. Acres  Principle Product

**A** → Num. Livestock  Type of Livestock  ← **B**

[Click to add/remove machinery.](#)

Total Machines  Total Value

**OK** **Cancel**

5. Click the **Click to add/remove machinery** link to enter any machinery you own.

**Agricultural Transactions** COMPLETE

**Agricultural Information**

**Agricultural Transactions:**

Enrolled in FSA?  FSA Number

Num. Acres  Principle Product

Num. Livestock  Type of Livestock

→ [Click to add/remove machinery.](#)

Total Machines  Total Value

**OK** **Cancel**

6. Enter the machines you want to claim in the table (A). When you are finished, click the **OK** button (B).

**Machinery Info**

Make of Machinery	Type	Model Number	Year	H.P.	Fuel	Value
John Deere	Tractor	2255	2005	50	Diesel	20,000.00

**A** →

**B** → **OK** **Cancel**

7. Click the **OK** button once all the information is entered correctly and no fields are in error.

The screenshot shows a window titled "Agricultural Transactions" with a "COMPLETE" status indicator. The form contains the following fields:

Enrolled in FSA?	<input checked="" type="checkbox"/>	FSA Number	
Num. Acres	100	Principle Product	WHEAT
Num. Livestock	10	Type of Livestock	CATTLE
<a href="#">Click to add/remove machinery.</a>			
Total Machines	1	Total Value	20,000.00

At the bottom right, there are "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

### Step 4: Electronic Signature

1. Click the **Electronic Signature** link.

The screenshot shows the "Application for Agriculture Exemption Permit" page. It includes the following information:

**APPLICATION**

### Application for Agriculture Exemption Permit

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County Selected: OKLAHOMA

**Select Request Type**

Request Type:	NEW	SSN:	155-55-5555		
Name:	SAMPLE APPLICATION	DBA:	SAMPLE AGRICULTURE PERMIT	Phone:	(555)555-5555

**Enter Address Information**

Mailing Address: 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194-1000  
Location Address: 2503 N LINCOLN BLVD OKLAHOMA CITY OK 73194-1000

**Enter Agriculture Information**

Num. Acres:	100	Principle Product:	WHEAT	FSA Num.:	Not Given
Num. Livestock:	10	Livestock Type:	CATTLE	Machine Value:	\$20000

**Electronic Signature** ←

2. Enter your first and last name (A) and select the **Digital Signature** check box (B).
3. Click the **OK** button (C) once all the information is entered correctly and no fields are in error.

Signature

### Electronic Signature

OATH: Under the penalty of perjury I, the undersigned affiant, do solemnly swear or affirm that I have listed herein all personal property subject by law to taxation and owned, need, possessed or controlled by me and by law required to be listed by me, for myself or for any person, persons or firm as authorized agent, that I have made true answers to the questions herein contained according to the best of my knowledge and belief, and that the items of personal property listed represent all the article required by law to be listed by me, all located within

OKLAHOMA County, State of Oklahoma

First and Last Name: Sample Signature ← A

Date: 10-Dec-2013

Digital Signature  ← B

OK Cancel ← C

### Step 5: Submit and Confirmation

1. Your application is completed and signed. Click the **Submit** button at the top of the window to send your application to the appropriate county for review.

OKLAHOMA TAXPAYER ACCESS POINT

Submit Cancel

### APPLICATION

## Application for Agriculture Exemption Permit

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County Selected: OKLAHOMA

- ✔ **Select Request Type**  
Request Type: NEW SSN: 155-55-5555  
Name: SAMPLE APPLICATION DBA: SAMPLE AGRICULTURE PERMIT Phone: (555)555-5555
- ✔ **Enter Address Information**  
Mailing Address: 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194-1000  
Location Address: 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194-1000
- ✔ **Enter Agriculture Information**  
Num. Acres: 100 Principle Product: WHEAT FSA Num.: Not Given  
Num. Livestock: 10 Livestock Type: CATTLE Machine Value: \$20000
- ✔ **Electronic Signature**  
Your application is complete. To submit your application for review, click the 'Submit' button at the top of this page.

2. Once you have submitted your application, you will see this confirmation screen. Make a note of your confirmation number for future reference. Click the **OK** button to return to the OkTAP home page.

