

# INSTRUCTIONS



FOR EDITING THE  
PUBLIC SERVICE COMPANY  
MOTOR VEHICLE PRINTOUT  
January 1, 2015, assessment date

This information will be used by the Kentucky Department of Revenue, Office of Property Valuation, Public Service Branch, to ensure proper credit for motor vehicle assessed values on the taxpayer's 2015 tax year Notice of Assessment for Public Service Company. Companies that have listed vehicles with the Department of Revenue in prior years should find an enclosed computer generated printout showing previously reported licensed motor vehicles. To make any necessary corrections to the listing please comply with the following instructions.

A. Person Completing Schedule \_\_\_\_\_ Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_

B. Does the company **also** file an IRP Apportioned Registration Application with the Kentucky Transportation Cabinet or with an agency in another state?  Yes  No.

If yes, the company KYU number is \_\_\_\_\_. Note that this Form 61A211 from the Public Service Branch should not be used to report your apportioned vehicle license plate numbers, but do report the KYU number, if applicable.

C. To **delete** vehicles from this printout, place the word "DELETE" next to the VIN number found on the printout.

Deletions will be required when the specific motor vehicle:

- is no longer owned and/or leased by your organization
- has been sold prior to January 1, 2015
- has been returned to the leasing company prior to January 1, 2015
- has been erroneously listed on the printout

D. To **add** newly purchased vehicles, newly leased vehicles, and/or any omitted motor vehicles to this printout, please prepare a schedule as shown below. List only those vehicles you wish to add. Please type or print clearly.

(1)	(2)	(3)	(4)	(5)
Current Plate Year	Current Plate Number	If Leased (L)*	Vehicle Identification Number	Year/Make/Model

\_\_\_\_\_

E. Return mail the computer generated printout, schedule of additions, and this instruction page on or before January 15, 2015 to:

Commonwealth of Kentucky  
Department of Revenue  
Office of Property Valuation  
Public Service Branch  
501 High Street, Fourth Floor, Station 32  
Frankfort, Kentucky 40601-2103