PRODUCING AND RESERVE
OIL AND GAS
CALENDAR

JANUARY:
Begin collection and review of previous year’s recorded oil/gas leases.

FEBRUARY:
Attendance at Board of Review hearings.

MARCH:
Request to Research Division for previous year’s interest and severance tax rates.

APRIL:
Mail upcoming Tax Year returns to producers.

MAY:
Receipt of Research data that was requested in March.
Final receipt of previous year’s oil/gas leases.

JULY:
1 Filing of tentative appraisal variables with the Secretary of State.

AUGUST:
1 Due date for receipt of Producing Oil/Gas returns.

SEPTEMBER:
1 Final Producing and Reserve oil/gas valuation variables are filed with Secretary of State and responses sent to individuals or companies that made comments.
**OCTOBER:**

Desk audit questions sent to producers.

**NOVEMBER:**

Delinquent return requests sent to producers.
Tentative appraisals sent to producers that made requests.

30 Date that Oil/Gas producing and reserve property appraisals are to be completed and counties advised of their need to complete review and link procedures.