



# Shortline Railroad General Instructions Oregon Property Tax Report

## When to file

File on or before **February 1, 2008**.

## Where to file

Mail all schedules, reports, forms, and attachments to:

Valuation Section  
Property Tax Division  
Oregon Department of Revenue  
PO Box 14600  
Salem OR 97309-5075

## Extension of time for filing statement

The department is allowed by law [Oregon Revised Statute (ORS) 308.535] to extend the time for filing this statement for good cause. To receive an extension, send us a written request explaining your need for the extension. The extension request must be filed before the due date of your annual statement.

If a company fails to make a statement or furnish the required information, the law also allows the department to “inform itself as best it may as to the matters necessary to be known in order to discharge its duties with respect to the property of the company.”

## Penalties for failure to file or false or fraudulent statement

**Your statement is considered delinquent if it is not filed by February 1 or by the extended date allowed by the department. The penalty for a delinquent statement is \$10 for each \$1,000 (or fraction thereof) of assessed value placed on the assessment roll of the department (ORS 308.030).**

Willfully providing a false or fraudulent statement is perjury [ORS 308.990(4)] and “upon conviction, shall be punished as otherwise provided by law for such crime.”

## Additional information you must file

In addition to the schedules provided, **all companies** must file a copy of:

- The company’s **complete** Annual Report filed with the Oregon Public Utility Commission and/or a federal regulatory body (if the company filed this annual report).
- The company’s 10-K (and parent company’s 10-K, if applicable) filed with the Securities and Exchange Commission.
- The annual report to stockholders (and parent company’s annual report, if applicable), if not included in the 10-K.
- **For railroads**, a copy of each track mileage summary by tax code as of January 1 (ORS 308.645).
- **For communications companies**, a copy of the wire mileage summary by tax code as of January 1 (ORS 308.645).
- **For gas and pipeline companies**, a copy of listing of pipe mileages by diameter and individual tax code areas as of January 1 (ORS 308.645).
- **For all companies**, the cover letter sent with this packet may also request information in addition to the data required on the standard schedule forms. Read the letter carefully. The additional data requested is an *integral part of your total reporting requirement*. You must provide us with this additional information [ORS 308.525(16)].

## How to complete these Oregon schedules

1. Complete all schedules in this packet.
2. If you need more space than what’s available on a schedule, attach additional sheets. You may attach additional schedules which use other formats, as long as you provide all information that we’ve requested.

3. If a schedule doesn't apply to you, leave it blank. Then attach a statement telling us why you don't need to complete the schedule.
4. Type or print your information on these schedules. If you print, please use ink.
5. Put brackets ( < > ) around negative ("deficit") amounts.
6. Keep a copy for your files.

## Important reminders

- **Calendar Year Basis.** The Oregon report is for a full calendar year.
- **"The Year"** means the year covered by the report.
- **"The Close of the Year"** means the close of business on December 31.
- **"The Beginning of the Year"** means the beginning of business on January 1.

## Oregon law

Oregon law (ORS 308.515) requires the department to make an annual assessment of designated utilities and companies. ORS 308.515(1) charges the department to assess the following property having situs in this state:

*"Except as provided in subsection (3) of this section, any property used or held for its own future use by any company in performing or maintaining any of the following businesses or services or in selling any of the following commodities, whether in domestic or interstate commerce or both, and whether mutually, or for hire, sale or consumption by other persons: Railroad transportation; railroad switching and terminal; electric rail and trackless trolley transportation; private railcar transportation; air transportation; water transportation upon inland waters of the State of Oregon; air or railway express; communication; heating; gas; electricity; pipeline; toll bridge."*

ORS 308.525 specifies what facts the companies should supply to the department. ORS 308.525(14) also allows the department to gather "any other facts or information the department requires in the form of return prescribed by it."

## Substitute forms acceptable

The Department of Revenue will accept photocopies and replicas of this packet. If you need an additional packet, please call 503-945-8283, or download forms from our website, [www.oregon.gov/DOR](http://www.oregon.gov/DOR).

## Electronic filing

Companies with complex tables, especially those with a large asset inventory or those with property located in many tax code areas throughout the state, are encouraged to submit data in an electronic format to save time and reduce errors.

*Electronic schedules may be filed in place of hard-copy schedules.* If you choose to file electronically, please include the signed Taxpayer Declaration form (150-302-116-3) provided herein.

You may report your schedules in an electronic format that is compatible with Microsoft Office in Windows format (i.e., Excel spreadsheets, Access data, and Word documents). An electronic format must include the information fields located in the annual statement schedules. If you have questions regarding acceptable formats, please contact the appraiser via the phone number located on the attached cover letter.

**Important:** Please format your electronic data according to the format of the paper schedule or table. Label the schedule so the department can readily identify which schedule you are submitting electronically. If you have questions regarding acceptable formats, please contact the assigned appraiser using the telephone number located on the attached cover letter.

The data may be sent via 3.5" diskette or CD-ROM along with the form or may be attached via an e-mail message to the address below the appraiser's name provided on the cover letter. *If you submit the data using e-mail, there is a possibility that it may not remain secure in transit.* The Department of Revenue maintains that all information, on receipt, is confidential and shall not be released to third parties. During the course of transit, information may be considered insecure and may be intercepted by third parties.



# Annual Statement for Shortline Railroad

**Must be postmarked by February 1, 2008**

Declaration of property cost, operations and other related information as of  
January 1, 2008

Department of Revenue use only	
Postmarked date	Date received
	Extension date

Business name		Business e-mail address or website address	
Street address			Is this a change of address? <input type="checkbox"/> Yes <input type="checkbox"/> No
City	State	ZIP code	

### Statement required

Oregon law (ORS 308.520) requires that each company assessed by the Department of Revenue file an annual statement with the department on or before February 1. **Failure to file a complete statement** will subject the company to a late filing penalty (ORS 308.030). **This statement is subject to audit.**

Contact person for annual statement			
Name			Telephone number
Mailing address			Fax number
City	State	ZIP code	E-mail address

Contact person and mailing address for tax statements			
Name			Telephone number
Mailing address		E-mail address	
City	State	ZIP code	

### Taxpayer declaration

I declare under penalties of false swearing [ORS 305.990(4)] that this statement, including attached schedules, has been examined by me and to the best of my knowledge and belief, is true, correct, and complete.

Full legal name (if incorporated)

Owner is (indicate where individual, partnership, corporation, etc.)

Signature of owner, officer, or authorized agent <b>X</b>	Date
--	------

Typed or printed name of officer or agent signing above	Title
---	-------

Name of preparer (if other than taxpayer)	Telephone number
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**I authorize the exchange of confidential information for this return, via e-mail to the e-mail address above.**  
**Signature and title of owner, officer, or authorized agent \_\_\_\_\_ Title \_\_\_\_\_**

**Mail completed statement and schedules to:** Valuation Section  
Property Tax Division  
Oregon Department of Revenue  
PO Box 14600  
Salem OR 97309-5075

**Be sure to read the instructions on the previous sheet**

**Schedule A—General Information**

**Instructions**

1. Give the exact name by which the company was known in law at the close of the year.
2. If any change was made in the name of the company during the year, state all such changes and the dates on which they were made.
3. Give the location, including street and number, of the main business office of the company at the close of the year.
4. Give the names and office addresses of the general officers of the company at the close of the year. If there are receivers who are recognized as in the controlling management of the company, give their names, titles, and office locations.
5. Give the name and post office address of the chief officer or managing agent or attorney in fact in Oregon.
6. This information is being requested per ORS 308.525.

Name of company		Business identification number (BIN)		
Previous name of company during the year		Effective dates of previous name		
		<b>Thru</b>		
State or country where company is organized	Nature of business	State	ZIP code	Area code and telephone number (      )
Address of principal office (street and number)	City	State	ZIP code	Area code and telephone number (      )

Title of general officer:	Name of officer:	Post office address:
President		
Secretary		
Auditor		
Treasurer		
Superintendent		
General manager		

Name of the chief officer, or managing agent, or attorney in fact in Oregon				
Address (street and number)	City	State	ZIP code	Area code and telephone number (      )

**Indicate the nature of your operations by checking one or more of the following boxes:**

**Airlines:**

- Scheduled passenger operations
- Other passenger operations
- Freight operations
- Express operations
- Other: \_\_\_\_\_

**Pipelines:**

- Gas
- Oil

**Electric generation:**

- Generation transmission co-op
- Electric co-op
- Investor owned
- Wind generation
- PUD

**Telecoms:**

- |  |       |
|--|-------|
| <input type="checkbox"/> Mobile Radio      | _____ |
| <input type="checkbox"/> Wireless          | _____ |
| <input type="checkbox"/> Tower aggregators | _____ |
| <input type="checkbox"/> Local exchange    | _____ |
| <input type="checkbox"/> Wire and cable    | _____ |
| <input type="checkbox"/> CLEC              | _____ |
| <input type="checkbox"/> Cable telephone   | _____ |
| <input type="checkbox"/> Data transmission | _____ |

**% of business**

**Railroads:**

- Class I
- Shortline
- Private car

**Water transportation:**

- Large company
- Small company

**Schedule B—Mileage of Main and Branch Lines in Oregon**  
**Arranged Alphabetically and Segregated by Counties**  
 (include trackage rights, equipment, etc.)

Main or branch lines*	Total mileage each line	County** name	Tax code area	Miles in each tax code area	Total miles in each county

\* Main lines first, listing main track miles by county, then yard and side track miles by county, followed by branches listed in the same manner and arranged alphabetically.

\*\* Counties to be arranged alphabetically.

**Schedule C— Road and Equipment Property**

1. Give particulars of changes during the year in road and equipment property, and improvements on leased property.
2. Gross charges during the year should include disbursements made for the specific purpose of purchasing, constructing, and equipping new lines, extensions of old lines, and for additions and betterments. Both the debit and credit involved in each transfer, adjustment, or clearance, between road and equipment accounts, should be included in columns (c) and (d), as may be appropriate, depending on the nature of the item. **Gross charges in excess of \$100,000 should be explained.**
3. Report on line 31 amounts not includable in the primary road accounts.

Line no.	Item (a)	Balance at beginning of year (b)	Gross charges during year (c)	Credit for property retired during year (d)	Balance at close of year (d)	Accrued depreciation (f)	Description of project (g)
1	Land for transportation purposes						
2	Grading						
3	Other right-of-way expenditures						
4	Tunnels and subways						
5	Bridges, trestles, and culverts						
6	Elevated structures						
7	Ties						
8	Rails						
9	Other track material						
10	Ballast						
11	Track laying and surfacing						
12	Fences, snow sheds, and signs						
13	Station and office buildings						
14	Roadway buildings						
15	Water stations						
16	Fuel stations						
17	Shops and engine houses						
18	Storage warehouses						
19	Wharves and docks						
20	TOFC/COFC terminals						
21	Communication systems						
22	Signals and interlockers						
23	Power plants						
24	Power-transmission systems						
25	Miscellaneous structures						
26	Roadway machines						
27	Public improvements— Construction						
28	Shop machinery						
29	Power-plant machinery						
30	Other (specify and explain)						
31	<b>Total expenditures for road</b>						
32	Locomotives						
33	Freight-train cars						
34	Passenger-train cars						
35	Highway revenue equipment						
36	Floating equipment						
37	Work equipment						
38	Miscellaneous equipment						
39	Computer systems, office furniture,						
40	and equipment						
41	<b>Total expenditures for equipment</b>						
42	Interest during construction						
43	Other elements of investments						
44	Construction work in progress						
45	Materials and supplies						
46	<b>Grand total</b>						

**Schedule D—Owned Locomotives and Freight Cars**

**Locomotives:**

Locomotive type*	Horse power	Units in service of respondent at beginning of year	Units installed during year	Number retired during year	Total in service of respondent	Year built	Cost
Totals							

**Freight cars:**

Freight car type*	Series	Mechanical design	No. of units	Year built	Cost
Totals					

\* A separate schedule may be attached if more space is needed, but please follow suggested form above.

**Schedule E—Leased Locomotives and Freight Equipment**

**Locomotives:**

Owner	Horse power	Units in service of respondent at beginning of year	Units installed during year	Number retired during year	Total in service of respondent	Year built	Cost**
Totals							

**Freight cars:**

Owner	Series	Mechanical design	No. of units	Year built	Cost**
Totals					

\* A separate schedule may be attached if more space is needed, but please follow suggested form above.  
 \*\* If cost data for any leased locomotive or freight car is other than original cost new, please identify as "rebuilt cost, acquisition cost used, etc.," according to the facts in each case. Also please be sure to exclude any equipment destroyed or permanently returned to owners prior to December 31.

**Schedule F—Railroad Operating Data**  
for year ending December 31

	System	Oregon
Number of car-days* generated by all railroad cars on the Company's lines, excluding cars of private car companies		

\*A car-day is a 24-hour measure of the presence of each railroad freight car on your system.

**Schedule G—Income Indicator—Railroads**  
**Report for Year Ending December 31**

**Reporting railroad:** \_\_\_\_\_

	Current year	First prior year	Second prior year	Third prior year	Fourth prior year	Fifth prior year
1	Railway gross operating revenues					
2	Railway operating expenses					
3	Interest expense on debt					
4	Total depreciation expense					
5	Net revenue from railway operations					
6						
7	Income taxes on ordinary income					
8	Deferred income taxes					
9	Income for leased road & equipment					
10	Rent for leased road & equipment					
11	Net railway operating income					

Please provide a copy of your company's capitalization policy \_\_\_\_\_





## Rented, Leased, or Chartered Property\* Located in Oregon for Year Ending December 31

ORS 308.517(3)

Land or buildings that meet **all** of the following conditions shall be assessed in accordance with law by the assessor of the county in which such property is situated:

- (A) Situated outside of railroad rights-of-way or outside of railroad station ground reservations; and
- (B) Leased or rented by a lessor whose property is not subject to ORS 308.505 to 308.665 (Department of Revenue assessment); to a company whose property is subject to ORS 308.505 to 308.665 (Department of Revenue Assessment); and
- (C) Used as or in connection with airport facilities, general offices, business offices, warehouses, service centers, relay stations, garages, central exchanges, moorage grounds, well pump houses, or substation sites.

*(Emphasis and parenthetical items added.)*

Item	General description of property	Map and tax lot number or legal description of land if applicable**	Location of property	Use of property	Name of owner
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

<sup>(1)</sup> This schedule shall include all properties, real and personal, that are not owned but are leased, rented, chartered or otherwise held for or used in performing a business, service or sale of a commodity enumerated in ORS 308.515. The schedule shall not include items of property that are subject to local assessment in accordance with ORS 308.517(3).

<sup>(2)</sup> Railroads shall not include property or trackage that is reported under joint facility or trackage rights nor shall they report property or tracks that are reflected in their basic mileage statements.

<sup>(3)</sup> Water transportation companies may omit watercraft if they are otherwise reported on pages 932-933.

\*\*Deed record, department order or PCM may be referenced in lieu of total description.