

Penalty—Maximum penalty for late filing of personal property return is 50 percent of the tax attributable to the taxable personal property (ORS 308.296).



Account number Code area

For assessor's use only

- 1. Leased or rented property
2. Noninventory supplies
3. Floating property
4. Libraries
5. All other property
6.
7. Total real market value
8. Late filing penalty

Make any name or mailing address corrections above.

This return is subject to audit.

Location of personal property on January 1, 2016.

File a separate return for each tax code area or location. Attach a separate listing if needed.

Personal property location (street address, city)

Taxpayer's declaration
Invalid if not signed. Under the penalties described in ORS 305.990(4), I affirm that I have examined this return and all attachments. All statements made are true. To the best of my knowledge, all taxable personal property I own, possess, or control, which was in this county as of 1:00 A.M., January 1 has been reported.

Date business originated in county Type of business

Name of firm/owner

E-mail address

Was a return filed last year? Yes No

Assumed business name of firm assessed Telephone no.

First-time filer, see General information no. 1

Mailing address Fax no.

If your assessment was cancelled, see General information no. 2

City State ZIP code

Remember to sign the Taxpayer's declaration at right

Signature of person responsible for return Date Invalid if not signed

No personal property to report (See General information no. 3.)

Business closed? Moved out of county? Business sold? New address:

Printed name of person signing return Title Person completing return Phone

Name and address of new owner (if business sold)

This return is being filed for: An individual A partnership A corporation A limited partnership A limited liability company A limited liability partnership

Check if we may not forward current property list to new owner.

Signature

X

Multiple locations within this county (See General information no. 5.) (Attach separate sheet if necessary)

Business name: Business location:

Logging exemption in previous year Logging exemption in County (See General information no. 4)

Submit your original return and attachments to your county assessor. Keep a photocopy and the attached instructions for your records.

Schedule 1—Leased or rented personal property (Don't report real property. Enter "None" if no personal property to report.)

Table with 11 columns: Name and address of Second party involved, Description, Payer of taxes to county, Amount of lease/rent, Date agreement began, Length of agreement, No. of units, Original cost, Owner's opinion of market value, Assessor's RMV.

If Schedule 1 items are reported on separate attachments, check here:

Schedule 1 total: (Include attachments)

**Schedule 2—Noninventory supplies** (See instructions for examples.)

Report total cost on hand as of January 1					Assessor's RMV (leave blank)
1	2	3	4	5	
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>					<b>Schedule 2 total:</b> (Include attachments)

**Schedule 3—Floating property** (Include docks and pilings. Enter "None" if no property to report.)

Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Exact moorage location on January 1			
If you have remodeled your floating property during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
<b>All other vessels</b> Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage			Length of vessel	Type of fishing or activity	
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/>					<b>Schedule 3 total:</b> (Include attachments)

**Schedule 4—Professional libraries** (Use this format and report on a separate sheet. Enter "None" if no property to report.)

1	2	3		5	6	7	8	9
		No	Yes					
Type of library*	Title of book or set			Number of volumes	Cost when purchased	Owner's opinion of market value Total	Assessor's RMV (leave blank)	
*For example, books, tapes, videos, compact discs					<b>Schedule 4 total:</b> (Include attachments)			

**Schedule 5A—All other taxable personal property** (Not reported on Schedules 1, 2, 3, or 4.)

1	2	3	4	5		6	7		8	9
				N=New	U=Used		Manuf. year	Purchased Mo.		
Item of property	Identification (manufacturer and serial no.)								Owner's opinion of market value Total	Assessor's RMV (leave blank)
Sample Item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
(Attach separate sheet if necessary)								<b>Subtotal 5A</b> →		

**Schedule 5B—Small hand tools** (Not reported elsewhere on this return; indicate type.)

<input type="checkbox"/> Dealership <input type="checkbox"/> Service Garage <input type="checkbox"/> Landscape <input type="checkbox"/> Construction/Logging <input type="checkbox"/> Barber and Beauty Shop <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Other _____		Owner's opinion of market value	Assessor's RMV (leave blank)
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee			
Please provide contact information _____		<b>Subtotal 5B</b> →	
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township _____ Range _____ Section _____			
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/> <b>Schedule 5 total (A+B):</b> (Include attachments)			

Submit your original return and attachments to your county assessor. Keep a copy of the return for your records.

## General information

### What should I know about filing this return?

- 1 First-time filer**—Send your original return and attachments to the county assessor. Complete a separate return for each location in each county in which you have personal property.
- 2 2015 assessment cancellation**—If your county assessor cancelled your assessment last year and you have not purchased or added any taxable personal property, check the box, **sign and date the Taxpayer's declaration**, and submit the return to your county assessor. If you have purchased or added any taxable personal property, report it on this form and return it to your county assessor (ORS 308.250).
- 3 No property to report**—If you don't have taxable personal property in the county, **attach a full explanation**. Explain the disposition of property you reported last year. **Sign and date the Taxpayer's declaration**, and send it to the county assessor before the filing deadline.
- 4 Logging exemption**—If you had a logging equipment exemption in the previous year, check the box. If you're new to the county and you had an exemption in another county, check the box and identify which county granted your exemption. **Note:** To determine if your equipment qualifies for exemption, you must provide specific information. **You must file *Environmentally Sensitive Logging Equipment Qualifications*, 150-310-026, annually with the county in which you file your *Confidential Personal Property Return*.** General information and the form are available on our website.

#### A reminder . . .

#### What reporting date should I use for the information requested on this return?

This return must show all taxable personal property which you own, possess, or control as of 1:00 A.M., January 1 (ORS 308.250).

#### When should I file?

File personal property returns with your county assessor on or before March 15.

#### What if I file late?

The penalty is **5 percent** of the tax owed if the return is filed after March 15, but on or before June 1. The penalty increases to **25 percent** of the tax owed if the return is filed after June 1, but on or before August 1. After **August 1**, the penalty is **50 percent** of the tax owed (ORS 308.296).

### Instructions for completing your personal property return

At your request, the assessor's office will assist you in completing your return.

#### Schedule 1—Leased or rented personal property

##### Report all leased or rented items as of January 1.

If you don't lease equipment to or from others, write "None."

**Equipment leased to others.** Attach a list showing name and address of lessee, **situs of equipment**, description, date of acquisition, length of lease, and original cost. If a manufacturer, report real market value rather than original cost.

**Equipment leased from others.** Attach a list showing name and address of lessor, **situs of equipment**, description, date of acquisition, and original cost. If original cost isn't known, give length of lease and amount of the monthly payment. Advise if included with other assets to avoid duplicate assessment.

**Item 3.** Who is responsible for paying the tax? Check either lessor or lessee.

- 5 Multiple businesses**—If you have multiple businesses within the county, you must complete a return for each business. Check the box and provide the name and location of each business.

#### What personal property is taxable?

**Taxable personal property includes machinery, equipment, and furniture used previously or presently in a business, including any property not currently being used, property placed in storage, property held for sale, expensed items, or items fully depreciated by federal standards.**

#### What personal property isn't taxable?

- Intangible personal property: Money held at interest, bonds, notes, shares of stock, business records, surveys and designs, and the materials the data is recorded on (paper, tape, film, etc.) (ORS 307.020).
- Computer software.
- Household goods, furniture, tools, and equipment **exclusively** for personal use in and around your home (ORS 307.190).
- Inventory held for resale (ORS 307.400).
- Livestock (ORS 307.394).
- Licensed vehicles and equipment other than fixed load and mobile equipment. Examples of taxable fixed load and mobile equipment are shown on the back page (ORS 801.285).
- Farm machinery and equipment used primarily in the preparation of land, planting, raising, cultivating, or harvesting farm crops or feeding, breeding, management, and sale of, or the produce of, livestock, poultry, fur-bearing animals, bees, dairies, agricultural, or horticultural use (ORS 307.394).

#### What happens if I falsify the information on the return?

Any person who furnishes false information is subject to criminal penalties [ORS 305.815 and 305.990(4)].

#### What happens after the return is filed with the county?

Your return will remain confidential at all times. In some cases, an appraiser may inspect your property. After October 25, you will receive a tax statement showing the value of your personal property and the tax due.

#### When do the taxes become my responsibility?

On July 1, personal property taxes become a lien against the assessed property and any taxable property owned by or in possession of the person in whose name the property is assessed.

**Keep a copy of the return and instructions for your records.**

**This return is subject to audit.**

**Filing deadline is March 15, 2016.**

#### Schedule 2—Noninventory supplies

**As of January 1, report total cost on hand** of any taxable item that won't become part of finished goods or won't be directly sold to customers. For example:

**General office supplies:** Copy paper, envelopes, pens, stationery, etc.

**Maintenance supplies:** Cleaning supplies, axle grease, etc.

**Operating supplies:** Straws, paper cups, sacks, gasoline, diesel, etc.

**Spare parts:** Repair parts, computer parts, automotive parts, etc.

**Other noninventory supplies:** Items not covered by the other categories.

#### Schedule 3—Floating property [ORS 307.190(2)(c)]

Report floating homes, docks, and boathouses. **Don't include** personal licensed boats used only for personal use.

##### All other vessels

Report houseboats (self-propelled) used in rental businesses and other required floating vessels.

## Schedule 4—Libraries

Report all professional libraries in this schedule format. All items should be listed on a separate page. Libraries include, but are not limited to, those held by accountants, architects, attorneys, consultants, doctors, health science professionals, other science professionals, surveyors, and title companies. Electronic, mechanical, and other technical professionals should also use this schedule.

1. Enter type of library media (books, electronic media, compact discs, tapes, videos, etc. If "None," explain).
2. Enter the title of the reported book or set.
- 3/4. If the item reported is a multiple volume set, check the yes or no column to indicate if the set is complete or not.
5. Enter the number of volumes. If a set, enter the number you have, not the number in the original set.
6. Enter cost when purchased.
7. Enter the best estimate of the real market value for each item as of January 1. Reporters of law books report the value shown on the schedule published by the Oregon Department of Revenue in cooperation with the Oregon State Bar Association.
8. Leave blank.

**Attachments.** Please check the box indicated in each applicable schedule if attachments are included. **Values reported on this return are not binding on the assessor.**

### Examples of taxable personal property to be reported on this return (this isn't a complete list)

A/V equipment	Foster home furniture and supplies	Professional equipment	Video recording equipment
Air conditioners	Freezers	Radio and TV broadcast	Video tape/DVD rental equipment
Aircraft equipment	Frozen food cases	Radio and TV repair equipment	Video tapes (movies) and cases
Alarm systems	Golf carts and course equipment	Recording studio equipment	Walk-in coolers
Amusement devices	Grocery equipment	Refrigerated cases	Warehouse equipment
Appliances—free standing	Grocery store fixtures	Rental equipment	Washers
Art work	Handpieces (dental)	Restaurant equipment	Winery equipment
ATM machines—portable	Heavy equipment	Retail store fixtures	Woodworking equipment
Auto diagnostic electric	Hospital equipment	Road construction equipment	Workbenches
Auto repair equipment	Hotel furniture/fixtures	Safe deposit boxes	X-ray equipment
Backbars	Ice cream machines	Safes	
Bakery equipment	Ice making machines	Satellite dish relays	
Bank vaults (doors)	Juke boxes	Saw mills—portable	
Barber shop equipment	Landscaping equipment	Scanners	
Battery chargers	Laser equipment	Scientific equipment	
Beauty shop equipment	Lathes	Service station equipment	
Bowling equipment	Leasehold improvements	Sewing/apparel equipment	
Bulk plant equipment	Libraries	Shake mills—portable	
Butcher shop equipment	Lift trucks	Sheet metal fabrication	
Cabinet shop equipment	Linens	Shelving	
Cable TV systems	Logging equipment	Shingle mills—portable	
CAD/CAM equipment	Lottery video terminals	Signs	
Calculators	Machine shop equipment	Small hand tools—	
Cameras	Manufacturing—general	Barber and beauty	
Cameras-digital-DVD-Video	Meat processing equipment	Carpentry	
Car wash equipment	Medical-high tech equipment	Construction	
Cash register	Medical-lab equipment	Landscape	
Cellular phones	Medical-office equipment	Logging	
Chain saws	Medical-surgical equipment	Mechanics	
Chairs	Medical equipment-major	Medical	
Child care furniture	Mining equipment	Radio and TV shop	
Coin counters	Mobile radio/phones	Soft drink equipment	
Coin-op laundry equipment	Mobile yard equipment	Sound equipment	
Computers	Modular offices	Steam cleaners	
Concession equipment	Molds	Survey equipment	
Construction tools	Motel furniture/fixtures	Tanning equipment	
Copiers	Movie production equipment	Tavern equipment	
Costume/tuxedo rentals	Musical instrument rentals	Telephone systems	
Decor	Newspaper equipment	Testing equipment	
Dental equipment	Nursing home equipment	Theatre/projection	
Desks	Office fixtures	Tire recapping equipment	
Dictation equipment	Office furniture	Tool boxes	
Dies	Office machines	Tractors	
Display racks	Optical equipment	TV sets	
Dry cleaning equipment	Pagers	Typewriters	
Dryers	Pallet jacks	Unlicensed vehicles	
DVD players	Pallets/bins/crates	Utility trailers—unlicensed	
DVDs (movies)	Pay phones	VCRs	
Electronic mfg. equipment	Photographic equipment	Vending carts	
Fiberglass/boat molds	Pinball machines	Vending machines	
Filing cabinets	Pool tables	Ventilating fans	
Fish processing equipment	Popcorn machines	Video/DVD game rental equipment	
Fitness equipment	Printing equipment	Video games	

Do not report leased equipment on Schedules 5A or 5B.

## Schedule 5A—All other taxable personal property

Report all items not reported elsewhere on this return.

1. Enter property item by description acquisition date.
2. Identify by manufacturer, serial number, model, size/capacity.
3. Declare if purchased new or used.
4. Enter year of manufacture (for heavy logging and construction equipment, enter serial number in column 2 if year of manufacture is unavailable. For other equipment, enter best estimate of manufacture date.).
5. Enter month and year you purchased item.
6. Enter number of items of same description (model, size, age).
7. Enter your cost (each, total).
8. Enter your best estimate of the real market value total as of January 1.
9. Leave blank.

## Schedule 5B—Small hand tools

Report value of all small hand tools and non-power tools not reported elsewhere on this return. Include estimate of real market value.

### Fixed load and mobile equipment

Air compressors and drills  
Asphalt/rock crushing plants  
Asphalt spreaders  
Backhoes  
Bituminous mixer  
Bituminous plants  
Bituminous spreaders  
Bucket loaders  
Catering/vendor trucks/wagons  
Cement mixers  
Concrete batch plants  
Cranes  
Crawlers  
Ditchers  
Earthmoving equipment  
Electric generators  
Excavators  
Fork lifts  
Front end loaders  
High lifts  
Levelling graders  
Lighting plants  
Mixmobiles  
Motor graders  
Paving equipment  
Portable storage bins  
Portable storage tanks  
Power plants  
Rotary screens  
Sand classifiers  
Scrap metal balers  
Scrapers  
Skidders  
Tractors  
Welding equipment  
Yarders