

Mobile Radio General Instructions Oregon Property Tax Report

When to file

File on or before March 15, 2019.

Where to file

Email your completed annual statement to: utility@oregon.gov.

OR

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

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

Extension of time for filing statement

Oregon Revised Statutes (ORS) 308.535 allows us to extend the time for filing this statement if you show 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 you fail to make a statement or furnish the required information, the law also states "the department shall 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's not filed by March 15 or by the extended date, if we have allowed one. The penalty for a delinquent statement is \$10 for each \$1,000 (or fraction thereof) of assessed value placed on the assessment roll (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 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 communications companies: A copy of the wire mileage summary by tax code 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 is available on a schedule, enclose additional sheets. You may enclose additional schedules in other formats as long as you provide all requested information.
- 3. If a schedule doesn't apply to you, leave it blank and include a statement explaining why you don't need to complete the schedule.
- 4. Type or print your information on these schedules. If you print, 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

ORS 308.515 requires us to make an annual assessment of designated utilities and companies. ORS 308.515(1) charges us to assess any property having situs in this state:

"...is used or held for 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 in any combination of domestic and interstate commerce, and whether mutually or for hire, sale or consumption by other persons: Railroad transportation; Railroad switching and terminal; Electric rail transportation; Private railcar transportation; Air transportation; Water transportation upon inland water of the State of Oregon; Air or railway express; Communication; Heating; Gas; Electricity; Pipeline; Toll bridge; or Private railcars..."

ORS 308.525 specifies what facts the companies should supply to us. ORS 308.525(16) also allows us to gather "any other facts or information the

department requires in the form of return prescribed by it."

Substitute forms acceptable

We accept photocopies and replicas of this packet. If you need an additional packet, call (503) 945-8331 or download forms from www.oregon.gov/dor/forms.

Electronic filing

We send your annual statements in Microsoft Excel format. If your company is unable to accept electronic forms, contact us at (503) 945-8331.

If your company is unable to file the statement electronically or if you have questions regarding acceptable formats, contact the assigned appraiser using the phone number located on the attached cover letter.

We request that you electronically file all annual statements. Email your completed annual statement to utility@oregon.gov.

Important: Format your electronic data according to the format provided in the annual statement schedule. Label the schedules so we can readily identify which schedule you are submitting electronically. Electronic forms in Microsoft Excel format are now located on **www.oregon.gov/dor/forms.**

If you submit the data using email, there is a possibility that it may not remain secure in transit. We maintain that all information is confidential on receipt and won't be released to third parties. During transit, however, information may be considered insecure and may be intercepted by third parties. If you want to communicate via email, sign the authorization line on page 1 of your annual statement so we can send your confidential information via email.



Annual Statement

for Mobile Radio Must be postmarked by March 15, 2019

For Revenue use only										
Postmarked date	Date received									
	Extension date									

Declaration of property cost, operations, and other related information as of

January 1, 2019 Business name Business email address or website address Street address Is this a change of address? Yes □No City State ZIP code I authorize the exchange of confidential information for this return and any future returns via email. This form is effective on the date signed. Authorization terminates when the department receives written revocation notice. Signature and title of owner, officer, or authorized agent Statement required Oregon Revised Statutes (ORS) 308.520 requires that each company assessed by the Department of Revenue file an annual statement with the department on or before March 15. 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 Phone Mailing address Fax ZIP code City State Email Contact person and mailing address for tax statements Name Phone Mailing address Fax City State ZIP code Email **Taxpayer declaration** I declare under penalties of false swearing (ORS 305.815 and ORS 305.990) 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 whether individual, partnership, corporation, etc.) Signature of owner, officer, or authorized agent Date Typed or printed name of officer or agent signing above Title Name of preparer (if other than taxpayer) Phone

Mail or email completed statement and schedules to:

Please read instructions on previous sheet

Valuation Section
Property Tax Division
Oregon Department of Revenue
PO Box 14600

Salem OR 97309-5075

Email: utility@oregon.gov

Schedule A-General Information

Indicate the natu	re of your operations by checking	one or more of the following boxes:	
☐ Freight operation	senger operations ons	☐ Mobile radio ☐ Wireless	usiness
Gas: ☐ Pipeline ☐ Distribution ☐ Storage	Oil: ☐ Pipeline ☐ Distribution ☐ Storage	☐ Wire and cable ☐ CLEC ☐ ISP/IAP	
Water transporta ☐ Large company ☐ Small company Railroads: ☐ Class I ☐ Shortline ☐ Private car	/	Electric generation: Generation transmission complete Electric co-op Investor-owned Wind generation/solar/geoth	
		System	Oregon
Number of cur Residential—bro			
Residential—all	other		
All other—nonre	sidential		
Total			
 Licenses g Franchises Satellites t 			
First-time file five years.	ers only. If you are a first-time filer, we	will need a copy of your company's balance sheets	and income statements for the previous

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Schedule B-General balance sheet

Current assets	Lina		GAAP ho	GAAP book costs*				
Current assets Cash Accounts receivable Materials and supplies Inventory held for resale Property, plant, and equipment Land Property, plant, and equipment (include computer software) Property, plant, and equipment under construction (CWIP) Leasehold improvements Property held for future use Acquisition adjustment Vehicles Satellites Total communication plant Less accumulated depreciation—vehicles Less accumulated depreciation—satellites Net communication plant Less accumulated in plant (lines 25-30) Less accumulated amortization—Coodowill Less accumulated amortization—customer lists Accumulated amortization—franchise rights	Line no.	Assets						
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40 Total assets (lines 7, 23, 38, and 39)								
	40	Total assets (lines 7, 23, 38, and 39)						

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GAAP book cost is defined as historical or original cost.
 ** These have to be separated by type. The associated amortization needs to be reported by type, as well.

Schedule B—General balance sheet (continued)

Line		GAAP bo	ok costs*
no.	Liabilities and equity	System	Oregon
41	Current liabilities		
42	Notes payable		
43	Accounts payable		
44	Customers' deposits		
45	Taxes payable		
46	Total current liabilities (lines 42–45)		
47	Long-term debt (include current portion)		
48	Equity		
49	Common stock		
50	Preferred stock		
51	Treasury stock		
52	Retained earnings		
53	Additional paid in capital		
54	Other credits (specify; enclose additional schedule)		
55	Total equity (lines 49–54)		
56	Total liabilities and stockholders' equity (lines 46, 47, and 55)		

^{*} GAAP book cost is defined as historical or original cost.

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Schedule C-Oregon adjustments, additions, and deletions for Oregon assets only Report for the year ending December 31

Line no.	Assets	GAAP book cost*	Accumulated depreciation or amortization	Net book
1	Additions			
2	Operating lease (real property)			
3	Operating lease (personal property)			
	operating reads (personal property)			
4	Leasehold improvements			
-	Leasenoid improvements			
	Others			
5	Other			
6	Deductions (included on Balance sheet)			
7	Licensed vehicles			
8	Locally assessed property:			
9	Other			
	k cost is defined as historical or original cost			

*GAAP book cost is defined as historical or original cost.

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Schedule D-Income statement

Report for the year ending December 31

Line		I	
no.		System	Oregon
	Operating revenues		
1	Service revenues		
2	Equipment revenues		
3	Other misc. revenues		
4	Uncollectible revenues		
5	Total operating revenues		
	Operating expenses		
6	Repairs and maintenance expenses		
7	Cost of service		
8	Cost of equipment (COGS)		
9	Selling, general, and administrative expense		
10	Distributions to partners, parent company, etc.		
11	Other misc. expense or deduction		
	Subtotal operating expenses		
12	Depreciation expense		
13	Amortization expense—FCC license		
14	Amortization expense—all other		
15	Operating taxes—other than taxes on income		
16	Operating taxes—fed. and state income or corp. excise tax		
17	Total revenue deductions		
18	Operating income		
	Nonoperating income and expenses		
19	Miscellaneous income		
20	Miscellaneous income charges		
21	Interest expense		
22	Net income		

Note: Substitution of company-generated workpapers is acceptable.

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Schedule E—Record of sale, merger, or acquisition

If ownership has changed for any reason within the last year, please fill out the following questionnaire. Type of business:
Did the type of business change because of the transaction? If yes, how?
Date of transaction:
List the parties to the transaction: Buyer:
Seller:
What relationship to each other did the parties have prior to the transaction?
What was the consideration for the asset or assets which were transferred?
Describe any other consideration or conditions of the agreement (attach contracts, agreements, and any additional documentation
Was the entire operating unit involved in the transaction? If no, what was excluded?
What motivated the transaction?
How was the transaction allocated? (Please attach any schedules which detail the allocation.)
Were any licenses, franchises, or other operating authorizations included in the transaction? If yes, please describe and provide details of how allocated:
Describe the market area(s) served:
What is the population in the service area?
How many active subscribers are in the service area?

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Schedule F—Company apportionment information (situs property)

As part of your filing requirement, you MUST file this schedule electronically in a standard spreadsheet format as described in the general instructions of this annual statement.

	County			County reference number	Company reference number	Lease capital (C) operating ¹ (O)			Location	All costs are original cost			
County no.		Tax code area ID	Tax code area number				PCM number	Description	Street, city, or tax and map (required)	Situs costs	System allocated property ²	Accumulated depreciation (if available)	

Notes

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¹ If a cell tower is leased, indicate the tower owner, building owner, and land owner.

² This column represents assets that are in the state but are not tracked by location. Examples may be small CWIP items, M&S, and purchase price adjustments. Reasonable efforts should be made to place in appropriate tax codes. Identify property type and amounts at the end of the listing.

Schedule G-Oregon original cost detail by year of acquisition

As part of your filing requirement, you MUST file this schedule electronically in a standard spreadsheet format as described in the general instructions of this annual statement.

Year	License	Planning & engineering	Other intangible plant	Land	Buildings	Towers	Other structures & leasehold	radio	Antenna & transmission equipment	radio	power	General purpose computers and	and	Office equipment	Phones, radios, and/or pagers	Analog COE, switch, etc.	Digital COE switch, etc. equipment	Licensed	Total cost by year
2018	Licerise	erigiriceririg	piarit	Land	Dullulligs	lowers	Improvements	equipment	equipinent	equipinent	equipment	SOITWAIG	lixtures	equipment	pagers	equipment	equipinent	vernoies	by year
2017																			
2016																			
2015																			
2014																			
2013																			
2012																			
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1998																			
1997																			
1996																			
1995																			
Prior Total																			
cost																			
Total																			
accum. dep. or																			
amort.																			
reserve																			
Total net cost																			

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