



Shortline Railroad General Instructions Oregon Property Tax Report

When to file

File on or before **February 1, 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 February 1 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 railroads:** A copy of each track 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:

“...and that, except as provided in subsection (3) of this section, 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. Sign the authorization line on page 1 of your annual statement so we can send your confidential information via email.



Annual Statement for Shortline Railroad

Must be postmarked by February 1, 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 _____ Title _____

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 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				Phone
Mailing address				Fax
City	State	ZIP code	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
X	
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:

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

Please read instructions on previous sheet

Email: utility@oregon.gov

Schedule A—General Information

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

Airlines:

- Scheduled passenger operations
- Freight operations
- Other: _____

Gas:

- Pipeline
- Distribution
- Storage

Oil:

- Pipeline
- Distribution
- Storage

Water transportation:

- Large company
- Small company

Railroads:

- Class I
- Shortline
- Private car

Communications:

% of business

- | | |
|--------------------------------------------|-------|
| <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"/> ISP/IAP | _____ |
| <input type="checkbox"/> Cable television | _____ |
| <input type="checkbox"/> Satellite | _____ |

Electric generation:

- Generation transmission co-op
- Electric co-op
- Investor-owned
- Wind generation/solar/geothermal
- PUD

Schedule B—Record of sale, merger, or acquisition

If ownership has changed for any reason within the last **three** years, 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 total purchase price of the assets transferred including cash, liabilities assumed, stock issued, or other consideration given? _____

Describe any other consideration or conditions of the agreement (attach copies of contracts, agreements, etc.) _____

Was the entire operating unit involved in the transaction? If no, what was excluded? _____

What motivated the transaction? _____

How was the transaction price allocated between the assets acquired (tangible and intangible assets)? ORS 308.525 (Attach any schedules that detail the allocation.) _____

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 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 30 any amounts not included in the primary road accounts.

Total current assets..... _____

Total current liabilities..... _____

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 (e)	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	Total expenditures for road						
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, and equipment						
40							
41	Total expenditures for equipment						
42	Interest during construction						
43	Other elements of investments						
44	Construction work in progress						
45	Materials and supplies						
46	Grand total						

Schedule D – Balance sheet

Line no.	Item	GAAP book costs*	
		System	Oregon
Assets			
Current assets			
1	Cash and cash equivalents		
2	Accounts receivable		
3	Accounts receivable - related entities		
4	Allowance for bad debt		
5	Prepaid expenses		
6	Materials and supplies		
7	Total current assets		
8	Property, plant and equipment		
9	CWIP		
10	Leasehold improvements		
11	Property held for future use		
12	Acquisition adjustment		
13	Vehicles		
14	Total shortline P, P & E		
15	Less: accumulated depreciation		
16	Less: accumulated depreciation - vehicles		
17	Net shortline property, plant, and equipment		
Intangible**			
18	Goodwill		
19	Other intangibles (describe)		
20	Total: intangible plant		
21	Less: Accumulated amortization		
22	Net: intangibles		
23	Other assets (describe)		
24	Total assets (lines 7, 17, 22 and 23)		
Liabilities and equity			
25	Notes payable		
26	Accounts payable		
27	Customers' deposits		
28	Taxes payable		
29	Total current liabilities (lines 25-28)		
30	Long-term debt (include current portion)		
Equity:			
31	Common stock		
32	Preferred stock		
33	Treasury stock		
34	Retained earnings		
35	Additional paid in capital		
36	Other credits (specify, attach additional schedule)		
37	Total equity (lines 31-36)		
38	Total liabilities and stockholders' equity (lines 29, 30, and 37)		

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

** Must be separated by type. The associated amortization must also be reported by type.

Schedule E – Income statement

Report for the year ending December 31

Line no.	Item	Amount for year
Revenues		
1	Freight	
2	Freight – fuel surcharge	
3	Switching	
4	Demurrage	
5	Storage	
6	Car and locomotive repair	
7	Rental income	
8	Other income	
9	Total operating revenues	
Expenses		
10	Transportation	
11	Fuel oil	
12	Maintenance of way	
13	Trackage rights	
14	Locomotive repair	
15	Car repair	
16	Car hire expense	
17	Derailments	
18	Leased freight cars and repairs	
19	FELA and other claims	
20	General and administrative	
21	Depreciation and amortization	
22	Operating taxes (Operating taxes schedule)	
23	Total operating expenses	
Other income and expenses		
24	Miscellaneous income (Misc. income schedule)	
25	Miscellaneous income charges (Misc. income charges schedule)	
26	Interest expense	
27	Net income	

Schedule F—Operating taxes

List operating taxes to agree in total with the amounts reported in Schedule 6, lines 13 and 14.

Line no.	Item (a)	Amount for year (b)
Taxes other than taxes on income		
1	Ad valorem taxes on property	
2	Annual franchise payments	
Payroll taxes		
3	State unemployment insurance tax	
4	Federal insurance contributions act tax	
5	Federal unemployment insurance tax	
Other state and local taxes (list separately)		
6		
7		
8		
Other federal taxes (list separately)		
9		
10		
11		
12	Subtotal	
Taxes on income (for corporations only)		
13	Federal income tax (if none, please explain)	
14	State corporation excise tax	
15	Subtotal (must agree with operating taxes on income statement)	
16	Total operating taxes	

Schedule G—Miscellaneous income

Line no.	Source of income (a)	Total revenues (b)	Total expenses less taxes (c)	Total taxes (d)	Net misc. income (e)
17					
18					
19					
20					
21					
22	Total (must agree with misc. income on income statement)				

Schedule H—Miscellaneous income charges

1. Report below the nature and amount of miscellaneous income deductions for the year.
2. Minor items may be grouped by class, showing the number of such items.

Line no.	Item (a)	Amount for year (b)
23	Amortization of debt discount and expense	
24	Other:	
25		
26		
27		
28		
29		
30		
31	Total (must agree with misc. income charges on income statement)	

**Schedule I—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 J—Railroad operating data

Report for the year ending December 31

Miles traveled* generated by all railroad cars and locomotives on the company's lines, excluding cars of private car companies.	System	Oregon

* Car/locomotive miles is the movement of any car, loaded or unloaded, over a distance of one mile.

Freight revenue ton-miles generated by all railroad cars and locomotives on the company's lines, excluding cars of private car companies.	System	Oregon



**Schedule K—Rented, leased, or chartered
property* located in Oregon**
Report for the 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, ticket offices, business offices, warehouses, service centers, relay stations, garages, central exchanges, moorage grounds, well pump houses, or substation sites.

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					

* (1) 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).

(2) 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.

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

Schedule L—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 M—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, identify as "rebuilt cost, acquisition cost used, etc." according to the facts in each case. Also be sure to exclude any equipment destroyed or permanently returned to owners before December 31.

Schedule N—Used railroad cars sold or purchased

Report for the year ending December 31

Complete a separate sheet for each sale or purchase transaction.

1. Is this a sale or a purchase? _____
2. Name of buyer, or if a purchase, name of seller: _____
3. Effective date of sale or purchase: _____
4. Total sale price: _____
5. Cash to seller: _____ Debt term: _____ Interest rate: _____
6. Description of sold or purchased cars: _____

Serial numbers by age group and car type code	Reporting marks	AAR mechanical designation	Year built	Year acquired	Cost		Number of cars	Condition of cars
					Original	Betterments		

List any conditions which may have affected the sale.

1. Were cars leased by the purchaser prior to the sale? _____
2. Was the seller forced to sell? _____
3. Is there an agreement for the seller to provide service or betterments to cars after the sale? _____

4. Other: _____
