

PENALTY—Maximum penalty for late filing of personal property return is up to 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. Date changed \_\_\_\_\_

This Return is Subject to Audit

Location of Personal Property on January 1, 2012.

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 County 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

No Personal Property to Report (See General Information, No. 3)

Printed name of person signing return Title

Business closed? Date closed? Moved out of county? Date moved?

Person completing return Phone

Business sold? Date of sale? New address:

THIS RETURN IS BEING FILED FOR:
An Individual A Partnership (No. of persons)
A Corporation A Limited Partnership
A Limited Liability Company A Limited Liability Partnership
Attach a separate list of names and addresses of each individual partner for corporations, LLCs, LLPs, and partnerships.

Name and address of new owner (if business sold)

May we forward the current property list to new owner? Yes No
Signature:

Multiple Locations Within This County (See General Information, No. 6)
Business Name: Business Location:
Extension Number (See General Information, No. 5)
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 (Do not 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)

Remember: The filing deadline for this return is March 1, 2012

<b>SCHEDULE 2—NONINVENTORY SUPPLIES</b> (See instructions for examples)					
<b>REPORT TOTAL COST ON HAND AS OF JANUARY 1</b>					6
1 General office supplies	2 Maintenance supplies	3 Operating supplies	4 Spare parts	5 Other noninventory supplies	Assessor's RMV (leave blank)
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>					<b>Schedule 2 TOTAL:</b> (Include attachments)

<b>SCHEDULE 3—FLOATING PROPERTY</b> (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		Contract holder:		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)

<b>SCHEDULE 4—PROFESSIONAL LIBRARIES</b> (Use this format and report on a separate sheet. Enter "None" if no property to report.)							
1 Type of library*	2 Title of book or set	3 If set, is it complete?		5 Number of volumes	6 Cost when purchased	7 Owner's opinion of market value	8 Assessor's RMV (leave blank)
		3 No	4 Yes				
*For example, books, tapes, videos, compact discs							
If Schedule 4 items are reported on separate attachments, check here: <input type="checkbox"/>							<b>Schedule 4 TOTAL:</b> (Include attachments)

<b>SCHEDULE 5A—ALL OTHER TAXABLE PERSONAL PROPERTY</b> (Not reported on Schedules 1, 2, 3, or 4)										
1 Item of property	2 Identification (manufacturer and serial no.)	3 N=New U=Used	4 Manuf. year	5 Purchased		6 No. of units	7 Cost when purchased		8 Owner's opinion of market value	9 Assessor's RMV (leave blank)
				Mo.	Yr.		EACH	TOTAL		
Sample Item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
<b>Subtotal 5A</b> →										

<b>SCHEDULE 5B—SMALL HAND TOOLS</b> (Not reported elsewhere on this return) (Indicate type)				Owner's opinion of market value	Assessor's RMV (leave blank)
<input type="checkbox"/> Barber and Beauty Shop	<input type="checkbox"/> Service Garage	<input type="checkbox"/> Medical	<input type="checkbox"/> Construction/Logging		
<input type="checkbox"/> Radio and TV Shop	<input type="checkbox"/> Landscape	<input type="checkbox"/> Dental	<input type="checkbox"/> Other _____		
<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 and instructions 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. Include only personal property in that county. Complete a separate return for each location in each county in which you have personal property.
- 2 2010 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 do not have taxable personal property in the county that sent you a return, **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 exemption in the previous year, check the box. If you are new to the county and you had an exemption in another county, check the box and indicate which county your exemption was for.
- 5 Extension**—If you received an extension from the Department of Revenue, check the box and include the extension number. You must have a business in multiple counties to receive an extension from the department. An extension approval letter must be attached.
- 6 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 is not 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).

## 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 do not 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 at real market value, rather than manufactured 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 is not known, give length of lease and amount of the monthly payment. Advise if capitalized and included with other assets to avoid duplicate assessment.

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

150-553-004 (Rev. 10-11)

### 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 1. In special situations, the assessor may grant an extension if you submit your reasons in writing to the assessor. Your request must be received on or before the March 1 filing date (ORS 308.290).

#### What if I file late?

The penalty is **5 percent** of the tax owed if the return is filed after March 1, 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).

- 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 the criminal penalty provisions of ORS 305.815 and 305.990(4).

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

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

### When do these taxes become my responsibility?

On July 1 personal property taxes become a lien against the assessed property and any taxable personal property owned or in possession of the person in whose name the property is assessed. The taxes are a debt due and owed by the owner of the personal property [ORS 311.405(3)].

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

### Schedule 2—Noninventory supplies

**As of January 1, report total cost on hand** of any taxable item that will not become part of finished goods or will not 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. **Do not include** personal licensed boats 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.

**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, make, brand name, etc., in order by acquisition date.
2. Identify by manufacturer, serial number, model, size/capacity.
3. Enter 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 not reported elsewhere on this return. Include estimate of real market value.

**ATTACHMENTS.** Complete itemized listings are acceptable. Please check the box indicated in each applicable schedule if these 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 is not a complete list)

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

**Remember: The filing deadline for this return is March 1, 2012**