

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, 2014.

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 County

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

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

Signature of person responsible for return Date

Business closed? Moved out of county?
Business sold?
Date closed: Date moved:
Date of sale: New address:

Printed name of person signing return Title

Person completing return Phone

Name and address of new owner (if business sold)

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

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.

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.

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 2013 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, **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 are new to the county and you had an exemption in another county, check the box and identify which county granted your exemption.
- 5 Extension**—If you received an extension from the Department of Revenue, check the box and include the extension number. Attach the extension approval letter.
- 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.

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. Contact your county assessor 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).

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).
- 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 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 1, 2014.

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 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 is not 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.

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 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.

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 not reported elsewhere on this return. Include estimate of real market value.

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 is not a complete list)

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

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