



Wasco County
Office of
Assessment &
Taxation

**Business Personal Property** 

### OUR GOAL IS TO:

"Provide the citizens of Wasco County with a fair and equitable implementation of the property tax system that consistently meets our citizens' expectations. We are a results-oriented organization that will build value for the community by fostering growth and development of our employees and creating an atmosphere of optimism, teamwork, creativity, and resourcefulness while continuing to have a customerfocused attitude when helping the citizens of Wasco County."

### PRESENTATION AGENDA

- Defining Business
- Business Personal Property IS...
- What is taxable?
- Business Personal Property is NOT...
- Exempt
- Threshold
- History of PP
- Differences between federal, state, & BPP.
- I have a business, now what?
- In the MAIL!
- Confidentiality and Disclosure
- Filling out the return.
- PPR2017 Important Information
- Schedule 1 Leased Equipment
- Schedule 2 Non-Inventory
- Schedule 3 Floating
- Schedule 4 Libraries

- Schedule 5
- Depreciation/Unknown Cost
- Schedule 5B Small Hand Tools
- Not Enough ROOM!
- No return? YES file!
- Late Returns
- Forced Value
- I only use my equipment part of the year-do I have to file?
- Closed/Sold/Selling- Your Responsibilities
- New to me business tips!
- Omitted Property
- Appeals
- BPP Timeline
- Questions- Open Forum
- Wrap with contact info.

## "WOULD YOU DEFINE BUSINESS?"

Do you **expect** to profit from your activities in Oregon? If so, you are probably doing business in Oregon. A taxpayer having one or more of the following in Oregon is clearly doing business in this state:

- A stock of goods.
- An office.
- A place of business, other than an office, where affairs of the corporation are regularly conducted.
- Employees or representatives providing services, such as accounting or personal services, to customers as the primary business activity.
- Employees or representatives providing services incidental to the sale of tangible or intangible personal property, such as installation, inspection, maintenance, warranty, or repair of a product.
- An economic presence through which the taxpayer regularly takes advantage of Oregon's economy to produce income.

# OKAY, I HAVE A BUSINESS-BUT WHAT IS BUSINESS PERSONAL PROPERTY?



## BUSINESS PERSONAL PROPERTY IS...

Business Personal Property includes machinery, equipment, furniture, etc. held for use in a business. This includes any property being used in a business and property not currently being used, for example in storage or held for sale.

The characteristic that distinguishes **B**usiness **P**ersonal **P**roperty from real property is mobility. **B**usiness **P**ersonal **P**roperty is property that is not affixed to, or part of, real estate.

### THIS INCLUDES...

- Non-Inventory Supplies
- Amusement devices/equipment
- Barber and beauty furniture/equipment
- Garage and service station tools/equipment
- Leased equipment
- Medical equipment
- Movable machinery, tools and equipment (such as logging and construction equipment, lift trucks and equipment used in service industries)
- Office furniture/equipment
- Store furniture/equipment
- Libraries (such as repair manuals, electronic media, cd's, videos, tapes, law books)
- Fixed load vehicles and mobile equipment
- Any property:
- Being used in a business (including assets owned by another party- i.e.: mechanics tools or vendor supplied equipment).
- Items not currently in use.
- Items placed in storage.































































## IS ALL PERSONAL PROPERTY TAXABLE?

• Except as otherwise specifically provided, all personal property shall be assessed for taxation each year at its situs as of the day and hour of assessment prescribed by law.

**ORS 308.105(1)** 

• All personal property not exempt from ad valorem taxation or subject to special assessment shall be valued at 100 percent of its real market value, as of **January 1**<sup>st</sup>, at 1:00 a.m. and shall be assessed at its assessed value determined as provided in **ORS 308.146**. **ORS 308.250(1)** 



## BUSINESS PERSONAL PROPERTY IS NOT...

Oregon Revised Statute **307.020** defines both personal and **intangible** personal property.

### Intangible personal property is not taxable!

#### **Definition of personal property**

- (1) As used in the property tax laws of this state, unless otherwise specifically provided:
- (a) **Intangible personal property** or intangibles includes but is not limited to:
- (A) Money at interest, bonds, notes, claims, demands and all other evidences of indebtedness, secured or unsecured, including notes, bonds or certificates secured by mortgages.
- (B) All shares of stock in corporations, joint stock companies or associations.
- (C) Media constituting business records, computer software, files, records of accounts, title records, surveys, designs, credit references, and data contained therein. Media includes, but is not limited to, paper, film, punch cards, magnetic tape and disk storage.
- (D) Goodwill.
- (E) Customer lists.
- (F) Contracts and contract rights.
- (G) Patents, trademarks and copyrights.
- (H) Assembled labor force.
- (I) Trade secrets.

## ALSO EXEMPT FROM PROPERTY TAX!

All items held <u>exclusively</u> for personal use. Household goods, furniture, clothing, tools, and equipment used <u>exclusively</u> for personal use in and around your home. ORS 307.190

Items of tangible personal property consisting of inventory, including but not limited to materials, supplies, containers, goods in process, finished goods and other personal property owned by or in possession of the taxpayer, that are or will become part of the stock in trade of the taxpayer held for sale in the ordinary course of business, are exempt from ad valorem property taxation. ORS 307.400

Farm animals. Livestock, poultry, fur-bearing animals, and bees. ORS 307.394

Farm machinery and equipment. ORS 307.394

Licensed vehicles other than fixed load/mobile equipment. ORS 801.285 \*There are some exceptions here!

## DON'T PANIC! THERE IS A THRESHOLD!

- After we work the return, if the **depreciated value** does NOT go over the current year threshold of \$17,000, the business is considered <u>UNDER</u> <u>THRESHOLD</u>.
- The good news? This means no tax bill will be generated for the coming tax roll!
- The bad news? Even if your business remains under threshold year after year, you are still required to supply our office with a return each year. ORS 308.290

## LETS RECAP SOME KEY POINTS!

- The definition of business: do you EXPECT to make a profit?
- Personal property is ALL tangible assets used in the business.
- All businesses have some form of personal property and should be reporting.
- The assessment date is January 1st of each year!
- Your personal items are only claimed if they are being used for the business.
- A bill is only generated when the depreciated value goes over \$17,000.
- New pilot program grants a 1 year pass ONLY if your assets did not change significantly to put you over the threshold.

## "I HAVE NEVER, EVER, EVER, HEARD OF THIS! IS THIS NEW?"

- The first year for taxes on everything- personal property, real property, and inventory- in the state of Oregon was 1844!
- Prior to 1859, EVERYTHING was taxable! A man's pocket watch, his horse, saddle, clothes, and any tools of his trade! The assumption was that everything was taxable unless exempt by law.
- ORS 308.290 was amended in 1953- over 64 years ago!
- All businesses should be registered with the Secretary of the State and their website details the responsibilities for all new and existing businesses, including the requirement of filing a personal property return.

# WHAT IS THE DIFFERENCE BETWEEN FEDERAL, STATE AND PERSONAL PROPERTY?

Over time, the assets you report on your federal and state returns may eventually depreciate to zero.

### Personal Property does not!

The **Personal Property** return must contain a **full** listing of all assets, date of acquisition, cost, and a statement of real market value.

This listing must include items that may have fully depreciated for state or federal purposes, in storage, or expensed.

## OKAY, I HAVE A BUSINESS WHICH HAS PERSONAL PROPERTY, NOW WHAT?

If you have a current account with us or we know of your business, our office will mail you a return in the end of each December which you should receive in the beginning of January each year.

Returns are <u>due by March 15<sup>th</sup></u>; we do honor postmarks!

**Exception:** If this date happens to fall on a weekend, the due date will extend to the next business day.

There are currently no extensions for failure to meet the March 15<sup>th</sup> deadline. HB2484 eliminated the six week extension process for **ALL** property tax returns.

## WHAT YOU RECEIVE IN THE MAIL...

- The Confidential Personal Property Return
- Step-by-step directions
- If you have filed before, you will also receive a copy of your inventory that we have on file.
- OR a postcard stating we will not send you a return for that year.



#### 2017

2017

Confidential Personal Property Return—Form OR-CPPR (ORS 308.290)
Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

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Penalty—Maximum penalty for tax attributable to	r late filing of personal the taxable personal	property return is 50 percent of t property (ORS 308.296).	ne		
Account numb	er	Code area			
			Fo	or assessor's use	only
			Leased or rented p		only
			2. Noninventory supp		
			3. Floating property		
			4. Libraries		
			5. All other property		
			6.		
			7. Total real market va	alue	
			8. Late filing penalty		
Make any name or mailing addre This Location of personal prope File a separate return for each tax Personal property location (street add	return is subject rty on January 1, code area or location.	to audit.	statements made are	true. To the best of my	tion cribed in ORS 305.990(4), and all attachments. All y knowledge, all taxable which was in this county
Date business originated in county	Type of business		E-mail address		
Was a return filed last year?	Yes County_	No	Assumed business name	of firm assessed	Telephone no.
First-time filer, see Genera			Mailing address		Fax no.
If your total assessed value information no. 2	was below \$16,500	ast year, see General	City	Stat	
Remember to sign the Taxp	ayer's declaration	at right —	Signature of person resp Invalid if not signe		Date
No personal property to	report (See Gen	eral information no. 3.)			
Business closed?		d out of county?	Printed name of person si	inning return	Title
Date closed:	Date	moved:	— Printed Harrie of person si	grining recorn	Title
Date of sale:	New	address:	Person completing return		Phone
Name and address of new owner (	f business sold)		Thin	return is being file	al fam.
			☐ An individual	_	ship (No. of persons
01 114			A corporation	A limited p	
Check if we may not forward of Signature	current property list	to new owner.	☐ A limited liability con	npany A limited li	liability partnership
X			Attach a separate list of for corporations, LLCs, L	names and addresses of	of each individual partner
			tor corporations, ECOs, E		eparate sheet if necessary
Multiple locations within t Business name:	nis county (See Ger	Section Control of the Control of th		(Attach se	oparate sheet ii necessary
		Business lo	ation:		
Logging exemption in pre	vious year  Lo	ogging exemption in	County	(See General informa	ition no. 4)
Submit your original return and	attachments to you	county assessor. Keep a photo	copy and the attached ins	structions for your re	cords.
Schedule 1-Leased or ren					
Name and address of	2	3 Payer of Amount of 6	Date 7 Length 8 9	inal cost 10 Owne	er's opinion of 11 Assassor's
Second party involved In lease/rent agreement	Description (include model year	A . I. H IS	gree- of No. Originent agree- of egan ment units Each	ma ma	arket value RMV Total (leave blank)
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If Schedule 1 items are reported	on separate attachm	ents, check here:	Schedule 1 total: (Include a	Itachments)	

Om: Contract holder: Exact morrage location on January 1    Fee simple   Contract   Cont	Schedule 2-Noninver	ntory supplies (See ins	structions	for exa	amples.	)						
If Schedule 2 items are reported on separate attachments, check here:   Schedule 2 items are reported on separate attachments, check here:   Schedule 2 items are reported on separate attachments, check here:   Schedule 2 items are reported on separate attachments, check here:   Schedule 2 items are reported on separate attachments, check here:   Schedule 3 items are reported on separate attachments, check here:   Schedule 3 tolat (include attachments)		Report t	total cost	on har	nd as of	Jani	uary	1			6	Assessor's
Schedule 3 - Floating property (include docks and pilings. Enter "None" if no property to report.)    Purchase price   Purchase price   Security   Purchase price   Security   S	General office supplies	Maintenance supplies	3 Open	ating su	pplies	4		Spare p	parts			
Schedule 3 - Floating property (include docks and pilings. Enter "None" if no property to report.)    Purchase price   Purchase price   Security   Purchase price   Security   S												
Registration no.	If Schedule 2 items are rep	ported on separate attachn	nents, che	ck her	e:			Sch	nedule 2 to	tal: (Include atta	chments)	
Ower   Contract holder   Exact moorage location on January 1   S   Ower's opinion of market value   Geave blan   Fee simple   Contract   Geave blan   Contract holder   Fee simple   Contract   Fee simple   Contract   Fee simple   Contract   Fee simple   Contract   Fee simple   Fee simple   Contract   Fee simple   Contract   Fee simple   Contract   Fee simple   Fee simple   Contract   Fee simple				gs. En	ter "No	ne" if	no p	ropert	y to report	.)		
Own: Contract Contract  Co	Registration no.	Oregon Marine B	Board no.		Da	te pur	rchase	ed	3.5	rchase price		Assessor's RMV
Fee simple   Contract   If you have remodeled your feeling properly during the peat year, please describe in the space to the right, (filst may include a room or story addition, stringer replacement, or acquisition of a tender house or svisin float). Also report partially completed structures. Approximate date of remodeling:	Own:	Contract holder:			Fv	art m	noran	o locatio		v.1	of market value	(leave blank)
in the space to the right. (This may include a room or story addition, stringer replacement, or acciditation, stringer replacement, or acciditation at the stringer replacement, or acciditation and the stringer replacement or acciditation and acciding to the stringer replacement or acciding to the stringer reported on separate attachments, check here:    Schedule 3 Items are reported on separate attachments, check here:   Schedule 3 Items are reported on separate attachments, check here:   Schedule 3 Items are reported on separate attachments, check here:   Schedule 3 Items are reported on separate attachments, check here:   Schedule 3 Items are reported on separate attachments, check here:   Schedule 3 Items are reported on separate attachments, check here:   Schedule 4 Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.   Schedule 4 Total: (include attachments)   Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4,)   Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4,)   Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4,)   Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4,)   Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4,)   Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4,)   Schedule 5A—All other taxable pe	Fee simple Cont				-	uot III	oorag	o iocan	ni on vanuar	y '		
Purchase	in the space to the right. (To replacement, or acquisition of	his may include a room or s of a tender house or swim floa	story addit at.) Also rep	ion, stri	inger							
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Length of vessel   Type of fishing or activity	Registration no.		urchase pric	e I	Name of v	essel						
Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)  Type of library.  Title of book or set  If set, is it complete?  None if yes  Schedule 4 total: (include attachments)  Schedule 4 total: (include attachments)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)  Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)  Owner's opinion of market value (leave blan in the purchased of market value of market value (leave blan in the purchased of market value of market value (leave blan in the purchased of market value of market v	Primary moorage				Length of	vesse	el	Type of f	ishing or acti	ivity		
Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)  Type of library.  Title of book or set  If set, is it complete?  No. 4 Yes  Number of volumes  Schedule 4 total: (include attachments)  Schedule 4 total: (include attachments)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)  Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)  Owner's opinion of market value (leave blan of market value)	If Schedule 3 items are rep	orted on separate attachn	nents, che	ck here	e: 🗌	Sc	hedu	ıle 3 to	tal: (Include	attachments)		
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Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Item of property	Type of library*	Title of book or set	3	No	4 Yes	-						(leave blank)
Item of property						Sche	edule	4 tota	: (Include at	tachments)		
Item of property	Schedule 5A-All other	r taxable personal pro	perty (No	ot repo	orted on	Sch	edule	s 1, 2,	3, or 4.)			
Item of property		2		3	4	5		6 No.	Co		8 Owner's opinion of market value	
Altach separate sheet if necessary)   Subtotal 5A ->   Schedule 5B - Small hand tools (Not reported elsewhere on this return; indicate type.)   Owner's opinion of market value   Owner's opinion op				U=Use	d year	Mo.	Yr.		Each	Total	Total	(leave blank)
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Schedule 5B – Small hand tools (Not reported elsewhere on this return; indicate type.)  Dealership Service Garage Landscape Construction/Logging Barber and Beauty Shop Medical Dental Other  Who is responsible for taxes? Company/Owner Employee	(Attach separate sheet if neces:	sary)										
Dealership Service Garage Landscape Construction/Logging Barber and Beauty Shop Medical Dental Other Who is responsible for taxes? Company/Owner Employee	Schedule 5B—Small ha	and tools (Not reported a	elsewhere	on th	is return	; ind	licate	type )		total 5A	Owends and a	
Who is responsible for taxes?  Company/Owner Employee		100-100		1500005						ogging	of market value	(leave blank)
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ountitud on				mploy	ree				Suh	total 5B		
Improvements on federal lands, mining claims, stc., on which final proof has not yet been made: Location: Township Range Section	improvements on federal la	nds, mining claims,	Loca	tion: To	wnshin		Do	nne				
T Schedule 5 items are reported on separate attachments, check here: ☐ Schedule 5 total (A+B): (Include attachments)				_		hedu	_		10.000	1/2		

Filing deadline for this return is March 15, 2017

Submit your original return and attachments to your county assessor. Keep a copy of the return for your records. 150-553-004, Form OR-CPPR, (Rev. 10-16) Draft 2

### STEP-BY-STEP DIRECTIONS!

#### General information

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

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.

Check and sign—If your county assessor did not send a property tax bill last year because your total assessed value was below \$16,500, 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).

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

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).

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

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).

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

#### 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

#### 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, 2017.

#### 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

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

150-553-004, Form OR-CPPR, (Rev. 10-16) Draft 2

#### 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.

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.

Backbars

Cameras

Dryers

150-553-004, Form OR-CPPR, (Rev. 10-16) Draft 2

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.

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. Report any added or deleted items not reported elsewhere.

- 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 unavail able. 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.

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 Air conditioners Foster home furniture and supplies Aircraft equipment Frozen food cases Alarm systems Golf carts and course equipment Amusement devices Grocery equipment Appliances—free standing Art work Grocery store fixtures Handpieces (dental) ATM machines—portable Heavy equipment Auto diagnostic electric Hospital equipment Auto repair equipment Hotel furniture/fixtures Ice cream machines Bakery equipment Bank vaults (doors) Ice making machines Juke boxes Barber shop equipment Landscaping equipment Battery chargers Beauty shop equipment Laser equipment Lathes Leasehold improvements Bowling equipment Bulk plant equipment Libraries Butcher shop equipment Lift trucks Cabinet shop equipment Linens Cable TV systems Logging equipment Lottery video terminals CAD/CAM equipment Calculators Machine shop equipment Manufacturing—general Cameras-digital-DVD-Video Meat processing equipment Medical-high tech equipment Car wash equipment Cash register Medical-lab equipment Cellular phones Medical-office equipment Medical-surgical equipment Medical equipment-major Child care furniture Coin counter Coin-op laundry equipment Computers Concession equipment Molds Costume/tuxedo rentals Newspaper equipment Dental equipment Office fixtures Dictation equipment Office furniture Office machines Display racks Optical equipment Dry cleaning equipment Pagers Pallet jacks DVD players Pallets/bins/crates DVDs (movies) Pay phones Electronic mfg. equipment Fiberglass/boat molds Filing cabinets Fish processing equipment Fitness equipment

Professional equipment Radio and TV broadcast Radio and TV repair equipment Recording studio equipment Rental equipment Restaurant equipment Retail store fixtures Road construction equipment Safe deposit boxes

Satellite dish relays Saw mills-portable Scanners Scientific equipment Service station equipment

Sewing/apparel equipment Shake mills—portable Sheet metal fabrication Shelving Shingle mills—portable

Medical

Radio and TV shop

Soft drink equipmen

Sound equipment

Survey equipment

Tanning equipment

Tavern equipment

Telephone systems

Testing equipment

Theatre/projection

Unlicensed vehicles

Tool boxes

Typewriters

Vending carts

Vending machines

Ventilating fans

Video games

Tractors

TV sets

Tire recapping equipment

Utility trailers-unlicensed

Video/DVD game rental equipment

Steam cleaners

Signs Small hand tools-Barber and beauty Carpentry Construction Landscape Logging Mechanics

Mining equipment Mobile radio/phones Mobile yard equipment Modular offices

Motel furniture/fixtures Movie production equipment Musical instrument rentals

Nursing home equipment

Photographic equipment Pinball machines

Pool tables Popcorn machines Video recording equipment Video tape/DVD rental equipment Video tapes (movies) and cases Walk-in coolers Warehouse equipment Washers Winery equipment Woodworking equipment Workbenches X-ray 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

Filing deadline for this return is March 15, 2017

### CONFIDENTIALITY

- You should know that what you supply to our office regarding your inventory is confidential!
- Only the registered business owner may have access to the inventory itself. Because of this, if the business owner wants a third party to have access to discuss any issues with the return or inventory, they MUST sign a waiver.
- Spouses, unregistered business partners, CPA's, bookkeepers, etc.
- If you need this form, please call us at 541-506-2526

## LETS RECAP SOME KEY POINTS!

- Personal property has been around for a very long time!
- There are differences in federal, state and personal property taxes regarding the depreciation.
- Returns are due March 15<sup>th</sup> to avoid any penalties.
- Assets are confidential!

## FILLING OUT THE RETURN...

- The return is available on our website:
   <a href="http://www.co.wasco.or.us/departments/assessment\_and-taxation/business\_personal\_property.php">http://www.co.wasco.or.us/departments/assessment\_and-taxation/business\_personal\_property.php</a>,
- on DOR's website:
  <a href="https://www.oregon.gov/DOR/forms/Pages/default.aspx">https://www.oregon.gov/DOR/forms/Pages/default.aspx</a>,
- and in our office:
- 511 Washington Street, Suite 208, The Dalles, OR 97058!
- It is 1 page, double sided.
- It can NOT be accepted without the TAXPAYER DECLARATION filled out AND SIGNED!
- Due no later than MARCH 15<sup>th</sup> to avoid penalties!

#### 2017

Confidential Personal Property Return—Form OR-CPPR (ORS 308.290)
Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

ATTENTION: If you did not receive a tax bill I	ast year because you	r total assessed e General inform	value	was be	low \$	16,500,	you may	not hav	e to con	nplete thi	s entire form
Penalty—Maximum penalty for late filing of p tax attributable to the taxable pe	ersonal property return rsonal property (ORS 3	n is 50 percent of 808.296).	the								
Account number	С	ode area									
						ı	or ass	essor's	use or	nly	
				1. Le	ased (	or rented	propert	у			
				2. No	ninve	ntory sup	oplies				
				3. Flo	ating	property					
				4. Lib	raries	3					
				5. All	other	property	,				
				6.							
				7. Tot	al rea	l market	value				
				8. Lat	e filin	g penalty	/				
Make any name or mailing address	chove			1			Гахрау	er's de	claratio	on	
This return is su	bject to augus			Invali I affir	d if no m tha	t signed.	Under the examine	e penaltion	es describ	bed in OR	S 305.990(4), chments. All
Location of personal property on Janua Fit a separate return for each tax code area or loc	ary 1, 2017.	te listing " needed	ı.	perso as of	nal pro	operty I o .m., Janua	wn, poss	ess, or c	ontrol, wh	knowledge	e, all taxable this county
ersonal property location (street address, city)				Name o	of firm/	owner/					
Date business originated in county Type of busi	ness			E-mail	addres	ss					
Was a return filed last year? Yes Cou	inty	No	0	Assum	ed bus	iness nam	ne of firm	assessed	Te (	elephone n	0.
☐ Fix 1-time filer, see General information	no. 1			Mailing	addre	ss			F (	ax no.	
If your total assect information no. 2	6 500 Loc year, see G	eneral		City					State	ZIF	code
Remember to sign the Taxpayer's decla	ration at right —		<b>→</b>			person res		for return		Date	
N personal property to report (Ser	e General information	n no. 3.)		v		ior digi	lou				
Business closed? Date closed:	Moved out of county?		$\overline{}$	Printed	name	of person	signing re	eturn		Title	
Business sold? Date of sale:	Date moved: New address:			Person	compl	eting retur	'n			Phone	
ame and address of new owner (if business sold)			=		- 10	90				0.000000	
				☐ An	indivi		return		ng filed	for: ip (No. of	nercone \
				□ A c						rtnership	Je130113]
Check if we ma, not forward current proper Signature	rty list to new own and			☐ A li	mited	liability co	mpany	☐ A li	mited lia	bility part	nership
X				Attach for con	a sepa	arate list o	f names	and add	esses of	each Indiv	idual partner
Multiple locations within this as at 10	an Consult / · · · ·	5)				,,		-	ocurio com	arate shee	t if necessary)
Multiple locations within this county (S Business name:	ee General Information		oot!					10			moossary)
	□ Loggies aug	Business lo	catio	п		0					
Logging exemption in previous year						County					
Submit your original return and attachments t											
Schedule 1 – Leased or rented personal	property (Don't re				one" i	f no pers	sonal pro	operty to			
Second party involved Description lease/rent agreement (include mo	taxes to co		Date agree- ment began	Length of agree- ment	No. of units	Each	riginal cos	otal		opinion of et value otal	Assessor's RMV (leave blank)
If Schedule 1 items are reported on separate at	tachments, check her	re:L]	Sch	edule 1	total	l: (Include	attachme	ents)			

#### 2017

2017

Confidential Personal Property Return—Form OR-CPPR (ORS 308.290)
Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

Penalty-Maximum penalty for late filing of	personal property return is 50 percent of the		
	personal property (ORS 308.296).		
Account number	Code area		
		For assessor's u	se only
		Leased or rented property	
		2. Noninventory supplies	
		Floating property	
		4. Libraries	
		5. All other property	
		6.	
		7. Total real market value	
		8. Late filing penalty	
Make any name or mailing address correctic  This return is s  Location of personal property on Jan  File a separate return for each tax code area or  Personal property location (street address, city)	ubject to audit.	Taxpayer's decla Invalid if not signed. Under the penalities: I affirm that I have examined this retustatements made are true. To the best of personal property I own, possess, or contas of 1:00 A.M., January 1 has been report Name of firm/owner	described in ORS 305,990(4), rn and all attachments. All of my knowledge, all taxable trol, which was in this county
Date business originated in county Type of bu	isiness	E-mail address	
Was a return filed last year? Yes C	ounty No	Assumed business name of firm assessed	Telephone no.
First-time filer, see General informatio	n no. 1	Mailing address	Fax no.
If your total assessed value was below information no. 2	\$16,500 last year, see General	City	a ZIP code
Remember to sign the Taxpayer's dec	elaration at right	Invalid if not signed	Date
No personal property to report (S	See General information no. 3.)		
Business closed?	Moved out of county?	Printed name of person signing return	Title
Date closed:	Date moved: New address:	- India is a partial digital gratian	Title
Date of sale:	ivew address:	Person completing return	Phone
Name and address of new owner (if business sold	)	This return is being	filed for:
			tnership (No. of persons )
Chack if we may not forward			ted partnership
Check if we may not forward current prop Signature	perty list to new owner.	A limited liability company A limit	ted liability partnership
X		Attach a separate list of names and address for corporations, LLCs, LLPs, and partnersh	ses of each individual partner
Multiple legations within this accept.			ch separate sheet if necessary)
Multiple locations within this county  Business name:			and driver it necessary)
Duomicoo Haillo,	Business locat	Mg/L v III	
	I I odding exemption in	County (See General info	rmation no. 4)
aging exemption in previous year  Submit you original return and attachment		any and the attached instructions for	ur ronovdo
Submit you original return and attachment	s to your county assessor. Keep a photoc		ur racordo
Submit you original return and attachment. Schedule 1—Leased or rented person	nal property (Don't report real property.	Enter "None" if no personal property to r	
Submit you original return and attachment.  Schedule 1—Leased or rented person  Name and address of Second party involved  Description	s to your county assessor. Keep a photoc	Enter "None" if no personal property to re	eport.) Owner's opinion of market value RMV Total (leave blank)
Submit you original return and attachment.  Schedule 1—Leased or rented person  Name and address of Second party involved  Description	s to your county assessor. Keep a photoconal property (Don't report real property.    3   Payer of   Amount of   State of	Enter "None" if no personal property to no	Owner's opinion of market value Assessor's RMV
Submit you original return and attachment.  Schedule 1—Leased or rented person  Name and address of Second party involved  Description	s to your county assessor. Keep a photoconal property (Don't report real property.    3   Payer of   Amount of   State of	Enter "None" if no personal property to no	Owner's opinion of market value Assessor's RMV
Submit you original return and attachment.  Schedule 1—Leased or rented person  Name and address of Second party involved  Description	s to your county assessor. Keep a photoconal property (Don't report real property.    3   Payer of   Amount of   State of	Enter "None" if no personal property to no	Owner's opinion of market value Assessor's RMV

The TAXPAYERS DECLARATION

**SCHEDULE 1 LEASED ITEMS** 

## SCHEDULE 1 LEASED ITEMS

- These are items you do not own, but are using in your business.
- This would not include your monthly "rent" for the building, but rather the tangible items you are leasing.
- Examples may include copiers, point of sale machines, coffee makers, or maybe even larger equipment such as forklifts!
- It is important to note the Lessors information and to note who is paying the taxes- you or them. This is generally found in your lease agreement.
- Keep in mind, the lessor is also required to file a BPP return. We match up their information with what you provide to help ensure accuracy.

Schedule 2-Noninve	entory supplies (Se	instructions for	examples.)			1000	
	lite	t total scon	hand as Vanua	IP.		6	Assessor's
General office supplies	Maintenance supplie	Operating	g supplies	Spare parts	Other non supp		RMV (leave blank)
If Schedule 2 items are re	eported on separate att	achments, check	here:	Schedul	e 2 total: (Include atta	chments)	
Schedule 3-Floating	property (Include de	ocks and pilings.	Enter "None" if r	o property to r	report.)		
Registration no.	Oregon Mar	ine Board no.	Date purc	hased	Purchase price \$	Owner's opinion of market value	Assessor's RMV (leave blank)
Own:	Contract holder:	i i	Exact mod	rage location on	January 1		
If you have remodeled your t in the space to the right. ( replacement, or acquisition completed structures. Appr	This may include a room of a tender house or swir	or story addition, n float.) Also report	stringer				
All other vessels	Does this vess	el ply the high sea	as? Yes	]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 re	ported on separate atta	nchments, check I	here: Sch	edule 3 total: (	nclude attachments)		

#### Schedule 4-Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.) Number of Assessor's RMV Type of library\* purchased (leave blank) For example, books, tapes, Schedule 4 total: (Include attachments) videos, compact discs

	Identification	N=New	Manuf.	5 Purch	hased	No.		when hased	Owner's opinion of market value	Assessor's RMV
Item of property	(manufacturer and serial no	U=Used	year	Mo.	Yr.	units	Each	Total	Total	(leave blank)
Sample Item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
				_		-				
						$\Box$				
		+	_			-				
(Attach separate sheet if necessar	n/i						Subto	tal 5A		
Schedule 5B-Small hand	d tools (Not reported elsewi	ere on this	s return	n; ind	licate	type.)			Owner's opinion	Assessor's RMV
Dealership	☐ Service Garage	Пи	andsca		Г	7.0			of market value	(leave blank)
Barber and Beauty Shop	☐ Medical			be		Other	truction/Log	ging		
Who is responsible for taxes? Please provide contact inform		Employe	10				Subto	tal 5B →		
Improvements on federal land etc., on which final proof has		ocation: Tow	mship_		_ Ra	nge	Section			

## INVENTORY SUPPLIES ARE:

- Consumable items that do not become a part of the finished product and will not be sold to the customer.
- If no supplies are reported, a value is attached to the account.
- Example: \$50,000 RMV x 3% =\$1500.00



## SCHEDULE 2 NON-INVENTORY SUPPLIES

Office Supplies	Operating Supplies	Maintenance Supplies	Spare Parts	Other Non-Inventory Supplies
Business Cards	Cleaning	Abrasives	Automotive	Carpet Samples
Paper	Supplies	Absorbent Materials	Parts	Paint Samples
Floppy Disks	Fuels	for Spills	Bearings	Wall Paper Samples
CD's	Protective	Axle Grease	Circuit	Fuels/Gasses in Storage
Forms	Clothing	Belts & Hoses	Breakers	Gasoline, diesel
Pens/Pencils	Protective	Drill Bits	Computer Parts	Hog fuel
Printer	Equipment	Rock Salt for Ice &	Fuses	Nitrogen
Cartridges	Solvents	Snow	Light Fixtures	Propane
Copier Toner	Reserve tanks	Saw Blades	Machine Parts	Items not covered in other
Stationary	of glycol,	Tires	Motors	Categories
Staples	ammonia, CO2	Welding Rods	Repair Parts	
Paper Clips		Wire & Cable	Gears	
Other Small		Paper Towels	Production and	
Office Supplies		Toilet Paper	Maintenance	
		Handsoap	Machine Parts	

Our:    Fee simple   Confract	Schedule 2-Noninvent	ory supplies (See instruct				uanı				16	
Schedule 3 - Floating property (include docks and pilings. Enter "None" if no property to report.)	General office supplies	)			or Jan	uary		parts			RMV
Description	If Schedule 2 are repo	rted on separate attachment	s, check h	ere:	_		Sci	hedule 2 t	otal: (Include attac	hments)	
Description	Schedule 3—Floating or	roperty (Include docks and	nilinge S	inter "N	ano <sup>®</sup> i	lane		la la secono	41		
Once Centract holder:    See simple   Contract   Contra	Registration no.							Pi			Assessor's RMV
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 agolistion of a tender bourse or skinn float.) Also report partially completed shoutures. Approximate date of remodeling:  All other vessels  Does this vessel ply the high seas?   Yes   No    Registration no.   Date purchased   Purchase price   Name of vessel   Sype of flating or activity    If Schedule 3 items are reported on separate attachments, check here:   Schedule 3 totals (include attachments)    Schedule 4 - Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)  Schedule 4 - Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)  Trile of book or set   Manuel   Yes   Number of   Cost when   Forum sections of maket value   Research Reverse blank    Total   Forum sections   None   Yes   Number of   Cost when   Number of   Numbe					Exact m	oorag	e locati		ry 1	of market value	(leave blank)
Primary moorage   Length of vessel   Type of fishing or activity	If you have remodeled your floa in the space to the right. (This replacement, or acquisition of a	ting property during the past yes s may include a room or story a tender house or swim float.) A	addition, s	tringer							
Schedule 3 items are reported on separate attachments, check here:   Schedule 3 total: (include attachments)	All other vessels	Does this vessel ply the	high seas	2 🗆	Yes	□n	o				
If Schedule 3 items are reported on separate attachments, check here:    Schedule 3 total: (nctude attachments)	Registration no.	The second secon	se price	Name o	f vesse	ł					
Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)  Title of book or set  If set, is it complete?  Number of volumes  Schedule 4 total: (include attachments)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)  Assessor's River blank  Sample Item  Brand Name/123455789  N 2010 6 10 2 150 300 300  Assessor's River blank  Attach separate sheet if necessary)  Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)  Dealership  Dealership  Barbor and Beauty Shop  Medical  Dental  Other  Subtotal 5B—  Subtotal 5B—  Subtotal 5B—  If set is it complete?  Number of wolumes  Schedule 4 total: (include attachments)  Assessor's River blank  Schedule 5A—All other taxable personal property elsew blank  Assessor's River blank	Primary moorage			Length	of vess	el	Type of	fishing or ac	tivity		
Title of book or set	If Schedule 3 items are repor	ted on separate attachments	, check he	ere:	Se	chedi	ule 3 to	otal: (Includ	e attachments)		
Title of book or set											
Type of library* Title of book or set    Title of book	Schedule 4-Profession	al libraries (Use this forma	at and rep	ort on a	sepa	rate s	heet.	Enter "Nor	ne" if no propert	y to report.)	
Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Sechedule 5A—All other taxable personal property (No	2		If set, is i	t comple	te? 5	No	mber of	6	Cost when	Owner's opinion of market value	Assessor's RMV
Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)    Rem of property					T				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		prote outly
Identification (manufacturer and serial no.)  Item of property  Brand Name/123456789  N 2010 6 10 2 150 300 300  Attach separate sheet if necessary)  Subtotal 5A ->  Subtotal 5A ->  Subtotal 5A ->  Subtotal 5A ->  Dealership Service Garage Landscape Construction/Logging Barber and Beauty Shop Medical Dental Other  Brand Rame (Construction) Medical Dental Other  Brand Rame (Construction) Medical Subtotal 5B ->  Mare to separate sheet if necessary)  Subtotal 5A ->  Subtotal 5B ->  Medical Dental Other Rame Subtotal 5B ->  Please provide contact information Subtotal 5B ->  Please provide contact information Subtotal 5B ->  Please provide contact information Subtotal 5B ->  Parchased No.   No.   Purchased N	For example, books, tapes, videos, compact discs				Sch	edule	4 tota	II: (Include a	(tachments)		
Identification (manufacturer and serial no.)   N-New (manufacturer a	Schedule 5A-All other t	taxable personal propert	y (Not rep	oorted o	n Sch	edule	s 1, 2	, 3, or 4.)			
tem of property (manufacturer and serial no.)  Lulused year Mo. Yc. with Each Total Total Geave blank Sample Item  Brand Name/123456789 N 2010 6 10 2 150 300 300  Attach separate sheet if necessary)  Subtotal 5A>  Schedule 5B - Small hand tools (Not reported elsewhere on this return; indicate type.)  Dealership Service Garage Landscape Construction/Logging Meave blank Geave blank  Dealership Mois responsible for taxes? Company/Owner Employee  Rease provide contact information Subtotal 5B>  mprovements on federal lands, mining claims, stor, on which final proof has not yet been made: Location: Township Range Section		9	3	4	5		6 No.	, (		Owner's opinion of market value	
Attach separate sheet if necessary)  Subtotal 5A ->  Schedule 5B - Small hand tools (Not reported elsewhere on this return; indicate type.)  Dealership	Item of property	(manufacturer and serial r	no.) U=U	sed year	Mo.	YE		Each	Total	Total	(leave blank)
Subtotal 5A  Subtotal 5A   Subtotal 5A   Oxarer's opinion of market value  Dealership Service Garage Landscape Construction/Logging Barber and Beauty Shop Medical Dental Other  Who is responsible for taxes? Company/Owner Employee  Please provide contact information Subtotal 5B   mprovements on federal lands, mining claims, tc., on which final proof has not yet been made: Location: Township Range Section	Sample Item	Brand Name/123456789	N	2010	0 6	10	2	150	300	300	
Subtotal 5A ->  Schedule 5B - Small hand tools (Not reported elsewhere on this return; indicate type.)  Dealership				+	t						
Subtotal 5A ->  Schedule 5B - Small hand tools (Not reported elsewhere on this return; indicate type.)  Dealership					I						
Subtotal 5A ->  Schedule 5B - Small hand tools (Not reported elsewhere on this return; indicate type.)  Dealership			_	-	+				-		
Subtotal 5A>  Schedule 5B - Small hand tools (Not reported elsewhere on this return; indicate type.)  Dealership				+	+	Н					
Dealership Service Garage Landscape Construction/Logging of market value (leave blank)  Barber and Beauty Shop Medical Dental Other  Who is responsible for taxes? Company/Owner Employee  Please provide contact information Subtotal 58 →  mprovements on federal lands, mining claims, stc., on which final proof has not yet been made: Location: Township Range Section		59.8		_	_	_			btotal 5A →		
Dealership Service Garage Landscape Construction/Logging Barber and Beauty Shop Medical Dental Other  Who is responsible for taxes? Company/Owner Employee  Tease provide contact information Subtotal 58 →  Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township Range Section			where on t	this retu	rn; inc	dicate	type.	)		Owner's opinion of market value	Assessor's RMV (leave blank)
Who is responsible for taxes? ☐ Company/Owner ☐ Employee  **lease provide contact information		The second secon			ape				.ogging		- Janes Grand
mprovements on federal lands, mining claims, tc., on which final proof has not yet been made: Location: Township Range Section	Who is responsible for taxes?	Company/Owner					-		atotal SP		
	mprovements on federal land	ds, mining claims,	l			_	4000				
	SUMMITTED TO THE PROPERTY OF T			-	_	_					

SCHEDULE 3
FLOATING
PROPERTY



- County, you need to fill this section out, otherwise, you do NOT have to fill this schedule in...
- ...unless of course, you acquire floating property!

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

	Rep	ort total co	st on han	d as o	Janu	iary	1				6	-	Assessor's
General office supplies	Maintenance supplie	s 0	perating sup	oplies	4		Spare (	parts	5 Othe	nonini supplie	entory s	0	RMV eave blank)
If Schedule 2 items are repo	orted on separate att	achments,	check here	:[]	_		Scl	hedule 2	total: (Includ	attach	ments)		
Schedule 3—Floating p	roperty (Include de	ocks and p	ilings. Ent	er "No	ne" if	no c	ropert	v to rep	ort.)				
Registration no.		ine Board no			ate pur				Purchase price		Owner's opin		Assessor's RM
Own:	Contract holder:			E	act me	oorag	e locatio	on on Jan	\$ uary 1	1	of market va	lue	(leave blank)
If you have remodeled your floa in the space to the right. (Thi replacement, or acquisition of completed structures. Approx	is may include a room a tender house or swir	n or story ad m float.) Also	dition, stri	nger								-	
All other vessels	Does this vess	el ply the hi	gh seas?	Dy	es l	□N	0						
Registration no.	Date purchased	Purchase (	orice N	lame of	vessel							+	
Primary moorage			L	ength o	l vesse	d	Type of t	fishing or	activity			$\dagger$	
If Schedule Sitems are repo	rted on separate atta	achments, c	heck here	:0	Sc	hedu	ile 3 to	otal: (Incl	ude attachment	s)		$\dashv$	
7												_	
Schedule 4-Profession	nal libraries (Use t	his format	and repor	t on a	separa	ate s	heet. 8	Enter "N	lone" if no pr	operty	to report.)		
Type of library*	Title of book or	- h	If set, is it o	_	? 5		mber of	6	Cost when	7	Owner's opinion market value	of a	Assessor's RN
77	THE OT COOK OF	261	No	Yes	-	W	lumes		purchased		Total		(leave blank)
,,,	1100 01 0000 01	561	No	Yes	T	V	lumes		purchased	t	Total		(leave blank)
For example, books, tapes, videos, compact discs	niis or occir or	561	No	Yes	Sche			il: (Include	purchased eattachments)		Total		(leave blank)
For example, books, tapes, videos, compact discs						dule	4 tota		e atlachments)		Total		(leave blank)
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SCHEDULE 4
LIBRARIES

- Books, Tapes, VHS, DVD, BluRay, Chilton, Law Libraries, Disks, Compact Disks, and other types of media are considered libraries and should be listed.
- 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.
- \*\*\*Canned software is not taxable, and therefore should **not** be included. **Canned software** is software that you go to a store and buy off the shelf, opposite from software that someone would make just for your needs and not the average user.

Schedule 2-Noninve	ntory supplies (See ins												
General office supplies	Report  Maintenance supplies	otal cost o	Name and Address of the Owner, where	-	of Jan	uary	1 Spare	parts	5	Other noni			Assessor's RMV (leave blank)
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		S 107731							\$		Owner's opi of market vi		Assessor's RMI (leave blank)
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All other vessels	Does this vessel p	ly the high :	seas?		Yes		lo						
Registration no.	Date purchased P	urchase price		Name o	f vessel								
Primary moorage	١		-	Length	of vess	el	Type of	fishing	or activit	у		_	
If Schedule 3 items are rep	oorted on separate attachr	ments, chec	k here	::	Sc	hed	ule 3 t	otal: @r	nclude at	tachments)			
Schedule 4-Profession	onal libraries (Use this t				_	ate s	sheet.	Enter '	"None"	if no proper			
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(Attach separate sheet if neces	sary)								Subto	tal 5A —⇒			
Schedule 5B-Small ha	and tools (Not reported	elsewhere	on th	is retu	rn; ind	licate	type.	.)			Owner's opi	nion	Assessor's RMV
☐ Dealership ☐ Barber and Beauty Sho	Service Gar	rage		Landso Dental	ape	100	Cor		ion/Log	ging	of market va	alue	(leave blank)
Who is responsible for taxe Please provide contact info	s? Company/Owner	□ E				- 1	7 0/1	idi	Culti	ial ED			
Improvements on federal la etc., on which final proof ha	ands, mining claims,	last	nor Tr	wnship				_		tal 5B →			
If Schedule 5 items are rep			_	_			inge_	_	Section _	(lashmosts)	-	_	
	ur original return and at										n for your so		

# SCHEDULE 5 ALL OTHER PROPERTY

- Schedule 5 is where you will put the bulk of your items as this is where the depreciation occurs.
- Computers, tablets, chairs, desks, barrels, conveyors, forklifts, stereos, bank vault doors, cell phones, décor, filing cabinets, lathes, linens, pinball machines, restaurant equipment, lawn mowers, vending carts, workbenches, etc.
- Vital information here: item description, year of purchase, & original cost! Our system depreciates from that information!

### DEPRECIATION EXAMPLES...

- The business buys a computer in 2015 for \$1500.00.
- According to Department of Revenue Depreciation Schedules, a computer is coded as a 5A. The valuation factor for this is .58 in the first year.

#### Cost x Factor=RMV

- For Year 1 (\$1500.00 x .58 = \$870 Real Market Value)
- For Year 2 (\$1500.00 x .32 = \$480 Real Market Value)
- For Year 3(\$1500.00 x .19 = \$285 Real Market Value)
- For Year 4(\$1500.00 x .10 = \$150 Real Market Value)
- For Year 5(\$1500.00 x .07 = \$105 Real Market Value)
- All years following Year 5; the asset will remain at \$105.00 until the asset is replaced which would begin new depreciation based on the new figures, or it is disposed.
- Assets do not depreciate to zero as the state suggests, if it is being used in the business, the item retains some value. If there was no value, the item would naturally be disposed.

### "BUT I DON'T KNOW THE COST!"

- No need to worry. That issue is taken into consideration!
- The owners opinion of market value is used for these circumstances!
- Items gifted to you and used in business.
- Items gifted to your business.
- Items donated to your business.
- No record of purchase.
- Real market value of all property, real and personal, means the amount in cash that could reasonably be expected to be paid by an informed buyer to an informed seller, each acting without compulsion in an arms-length transaction occurring as of the assessment date for the tax year.

General office supplies 2		ort total cost	on nan				ı					Assessor's
If Schedule 2 items are repor	Maintenance supplies	3 Oper	ating sup	plies	4		Spare p	parts		noninven upplies	itory	RMV (leave blank)
	rted on separate atta	chments, che	eck here	::	_		Scl	nedule 2	total: (Include	attachm	ents)	
Schedule 3-Floating pr	operty (Include do	cks and nilin	ne Ent	er "No	ne" if	no n	roport	v to rone	ort )			
Registration no.	Oregon Mari		go. Lin		ite pur				Purchase price			10000
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If Schedule 3 items are reported in Schedule 4—Profession:									de attachments		o report.)	
2			et, is it co	omplete	? 5	Nu	mber of	6	Cost when	7 0	wner's opinion of market value	8 Assessor's Ri
Type of library*	Title of book or	set 3	No 4	Yes	+	VO	lumes	-	purchased	-	Total	(leave blank
Schedule 5A-All other t	axable personal	property (No	ot repor	ted on	Sch	edule	s 1, 2,	3, or 4.)			<b>V</b>	
Item of property	Identifica (manufacturer au		N=New U=Used		Purch		No.	,	Cost when purchased	8	Owner's opinion of market value	Assessor's Ri
Sample Item	Brand Name/1234		N N	year 2010	Mo.	Yr.	units 2	Each 150	Tota 300		Total 300	(leave blank
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Submit your original return and attachments to your county assessor. Keep a copy of the return for your records.

150-553-004, Form OR-CPPR, (Rev. 10-16) Draft 2

Schedule 2-Noninven				on the same of	_								
	Report	total cost	on hand a	as of	Janu	uary '	1				6		Assessor's
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Schedule 3—Floating p	ronarty (Include doc)	re and nilin	no Entor	=Mor	no# lf								
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Schedule 5 items are repo	neu on separate attachr	ments, chec	k here:	Sch	nedu	ie 5 t	otal (A	+B): (Inc	clude a	ttachments)			

### SCHEDULE 5B SMALL HAND TOOLS

- Report value of all small hand tools and non-power tools not reported elsewhere on the return.
- This is not itemized like schedule 5 is- you will include an **ESTIMATE** of real market value.
- Beneficial for ease of reporting!
- Mechanics shops, doctors offices, dental practices, manufacturers, etc.

## LETS RECAP SOME KEY POINTS!

- The return is available from several locations.
- Schedules 1-5b need to be completed if they apply to your business.
- We depreciate from original cost and year, so providing that information is vital.
- We can not process an unsigned tax return.

## 66THERE IS NOT ENOUGH ROOM!99

- We know. We can't fix that.
- BUT, we will encourage you to use a program such as Excel or Word to log your assets.
- Also, keep in mind, after the first good year of reporting with our office, you will ONLY need to report additions and disposals which will greatly simplify the process for you!
- Once we have you on record, we supply you a copy of your inventory each year. It is up to you to look through it and cross out disposed items or add new purchases to it. This method is the most simplified and works for many businesses.

# IF I DON'T RECEIVE A RETURN, DO I HAVE TO FILE?

#### YES!!!

- Counties are not required by law to mail out tax returns.
- Failure to receive or secure the form shall not relieve the person, managing agent or officer from the obligation of making any return required by this section.

ORS 308.290(2)(c)

- You may print a form directly from the following Department of Reveue website:
  - https://www.oregon.gov/DOR/forms/Pages/default.aspx
- Contact the county assessor's office to have one mailed to you or pick one up at the assessor's office with appropriate identification to receive any confidential information.

# WHAT IF I FILE MY RETURN LATE?

• After March 15<sup>th</sup> but on or before June 1<sup>st</sup>, you will be assessed a penalty of 5%.

(March 16<sup>th</sup>-June 1<sup>st</sup>)

• After June 1<sup>st</sup> but on or before August 1<sup>st</sup>, you will be assessed a penalty of 25%.

(June 2<sup>nd</sup> – August 1<sup>st</sup>)

• After August 1<sup>st</sup>, you will be assessed a penalty of 50%.

(August 2<sup>nd</sup> – December 31<sup>st</sup>)

# WHAT IF I CHOOSE NOT TO FILE A RETURN?

- 1. If a business fails to file a tax return, the business shall be evaluated from the best possible information obtainable and a value will be forced upon the account.
- 2. If you are a new business to our system, we will use comparables and average them out to assess a value. The 50% penalty will also apply.
- 3. Penalties apply whether you are an existing client or a new business if forced value occurs.

**ORS 308.296** 

# IF MY EQUIPMENT IS ONLY USED PART OF THE YEAR, IS IT STILL TAXABLE?

# YES!

- Any tangible personal property held by the owner wholly or partially for use or sale in the ordinary course of a trade or business, for the production of income, or solely for investment is taxable. ORS 307.190(2)(a)
- Note: We do not recognize percentage of use.

## LETS RECAP SOME KEY POINTS!

- The form is tiny- but we offer forms online to help you out!
- Even if you do not receive a return, you have an obligation to file unless otherwise directed.
- Late filing = penalties- up to 50% of taxable value.
- Not filing = FORCED VALUE
- We do not recognize percentage of use.

# I CLOSED, SOLD, OR WILL BE SELLING MY BUSINESS. WHAT DO I NEED TO DO?

- Prior to closing the sale, notify the County and request an 'advanced demand' to get any pending taxes paid if necessary.
- Authorize release of confidential asset details to new owner if applicable.
- Complete a return the following January to officially reflect status of assets. (Storage, disposed, donated, sold, etc.)
- Upon payment of any due taxes, we will update the account to reflect new ownership so future returns and tax bills are sent to the new owner.

Note: The County does not pro-rate taxes, this is a private matter between the parties.

# "I AM PURCHASING A 'NEW TO ME' BUSINESS, WHAT SHOULD I KNOW?"

- If you are purchasing used personal property from another business, you should check to see if there is any tax or liens owing on the property before purchasing it!
- Check with the tax collector in the Oregon county where you are planning to purchase the equipment and, after January 1<sup>st</sup>, 2016, conduct a Uniform Commercial Code (UCC) search with the Secretary of State.

## OMITTED PROPERTY

- Omitted property is defined as any part of any real, personal, or centrally assessed property that has been omitted due to the assessors lack of knowledge of its existence.
- When the assessor discovers omitted property, the property may be added to the current roll and up to the five years proceeding rolls (ORS311.216).
- Upon discovering omitted property, the assessor must notify the property owner of the intention to add the omitted property to the roll (ORS 311.219).
- The tax payer has 20 days to show cause why the omitted property shouldn't be added to the roll (ORS 311.219).

### APPEALS

**BoPTA** (Board of Property Tax Appeals)

Deadline – December 31st for current tax year only

### Magistrate

30-days to file appeal of BoPTA decision, filing fee applies

### **Magistrate-omitted property**

90-days to file appeal on omitted property correction from date of corrected tax notice, filing fee applies

### PERSONAL PROPERTY TIMELINE!

- **Dec. 31** Blank forms distributed by county.
- **Jan. 1** Assessment date at 1:00 a.m.
- March 15 Returns are due.
- March 16 Late returns subject to 5% penalty.
- **April 1** Deadline for taxpayer to file exemption application.
- May 1 Reminder Cards are sent to non-filers.
- **June 2** Late returns subject to 25% penalty.
- **July 1** Lien date for personal property.
- Mid-July Forced Value letters are sent to non-filers
- **Aug. 2** Late returns subject to 50% penalty.
- Aug. 15 Non-Filers are assessed forced values.
- **Aug. 31** All returns should be in for given year to comply with internal processes.
- Oct. 25 Tax statements are mailed on or before this date.
- Oct. 26 First day to file appeals with BOPTA is the day following the date tax statements are mailed.
- **Dec. 31** Last day to file appeals with BOPTA.
- Dec. 31 Last day to petition BOPTA to excuse late filing penalty

## QUESTIONS?

Open forum time.

#### **Email your Personal Property Questions to:**

assessor@co.wasco.or.us

#### **Additional Contact Information**

Business Personal Property: Adam Fourcade 541-506-2526

adamf@co.wasco.or.us

Office Manager: Marci Beebe 541-506-2517

marcib@co.wasco.or.us



assessor@co.wasco.or.us

Office: (541) 506-2510

FAX: (541) 506-2511



A very special thanks to Samantha at Yamhill County who put together this power point presentation and has generously provided it for other counties to utilize.