2016

Confidential Personal Property Return (ORS 308.290)

Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

Filing deadline March 15, 2016—No extensions (ORS 308.290)

2016

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, 2016.

File a separate return for each tax code area or location. Attach a separate listing if needed.

Personal property location (street address, city)

Date business originated in county	Type of business

Was a return filed last year? ☐ Yes County _____ ☐ No

☐ **First-time filer, see General information no. 1**

☐ **If your assessment was cancelled, see General information no. 2**

Remember to sign the Taxpayer's declaration at right →

No personal property to report (See General information no. 3.)

☐ Business closed?
Date closed: _____

☐ Business sold?
Date of sale: _____

☐ Moved out of county?
Date moved: _____
New address: _____

Name and address of new owner (if business sold)

Check if we may not forward current property list to new owner. ☐

Signature

X

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.

Name of firm/owner	
E-mail address	
Assumed business name of firm assessed	Telephone no. ( )
Mailing address	Fax no. ( )
City State ZIP code	
Signature of person responsible for return **Invalid if not signed** X	Date
Printed name of person signing return	Title
Person completing return	Phone

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. 5.) (Attach separate sheet if necessary)

Business name: _____ Business location: _____

☐ 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 (Don't report real property. Enter "None" if no personal property to report.)

1 Name and address of Second party involved In lease/rent agreement	2 Description (include model year)	3 Payer of taxes to county		Amount of lease/rent		6 Date agreement began	7 Length of agreement	8 No. of units	9 Original cost		10 Owner's opinion of market value	11 Assessor's RMV (leave blank)
		Lessor	Lessee	4 Month	5 Yearly				Each	Total	Total	
If Schedule 1 items are reported on separate attachments, check here: ☐										**Schedule 1 total:** (Include attachments)		

Schedule 2—Noninventory supplies (See instructions for examples.)

Report total cost on hand as of January 1					6 Assessor's RMV (leave blank)
1 General office supplies	2 Maintenance supplies	3 Operating supplies	4 Spare parts	5 Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: ☐			**Schedule 2 total:** (Include attachments)		

Schedule 3—Floating property (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: ☐ Fee simple ☐ 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: _____					
All other vessels	Does this vessel ply the high seas? ☐ 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 reported on separate attachments, check here: ☐			**Schedule 3 total:** (Include attachments)		

Schedule 4—Professional libraries (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	If set, is it complete? 3 No	4 Yes	5 Number of volumes	6 Cost when purchased	7 Owner's opinion of market value Total	8 Assessor's RMV (leave blank)
*For example, books, tapes, videos, compact discs				**Schedule 4 total:** (Include attachments)			

Schedule 5A—All other taxable personal property (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 Mo.	Purchased Yr.	6 No. of units	7 Cost when purchased Each	Cost when purchased Total	8 Owner's opinion of market value Total	9 Assessor's RMV (leave 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.)

	Owner's opinion of market value	Assessor's RMV (leave blank)
☐ 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** →		
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: ☐ **Schedule 5 total (A+B):** (Include attachments)		

Submit your original return and attachments to your county assessor. Keep a **copy** of the return 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. Complete a separate return for each location in each county in which you have personal property.

2 **2015 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 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 filing deadline.

4 **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).

When should I file?

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

What if I file late?

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).

5 **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 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 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 15, 2016.

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 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 won't become part of finished goods or won't 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. **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.
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 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
Aircraft equipment
Alarm systems
Amusement devices
Appliances—free standing
Art work
ATM machines—portable
Auto diagnostic electric
Auto repair equipment
Backbars
Bakery equipment
Bank vaults (doors)
Barber shop equipment
Battery chargers
Beauty shop equipment
Bowling equipment
Bulk plant equipment
Butcher shop equipment
Cabinet shop equipment
Cable TV systems
CAD/CAM equipment
Calculators
Cameras
Cameras-digital-DVD-Video
Car wash equipment
Cash register
Cellular phones
Chain saws
Chairs
Child care furniture
Coin counters
Coin-op laundry equipment
Computers
Concession equipment
Construction tools
Copiers
Costume/tuxedo rentals
Decor
Dental equipment
Desks
Dictation equipment
Dies
Display racks
Dry cleaning equipment
Dryers
DVD players
DVDs (movies)
Electronic mfg. equipment
Fiberglass/boat molds
Filing cabinets
Fish processing equipment
Fitness equipment
Foster home furniture and supplies
Freezers
Frozen food cases
Golf carts and course equipment
Grocery equipment
Grocery store fixtures
Handpieces (dental)
Heavy equipment
Hospital equipment
Hotel furniture/fixtures
Ice cream machines
Ice making machines
Juke boxes
Landscaping equipment
Laser equipment
Lathes
Leasehold improvements
Libraries
Lift trucks
Linens
Logging equipment
Lottery video terminals
Machine shop equipment
Manufacturing—general
Meat processing equipment
Medical-high tech equipment
Medical-lab equipment
Medical-office equipment
Medical-surgical equipment
Medical equipment-major
Mining equipment
Mobile radio/phones
Mobile yard equipment
Modular offices
Molds
Motel furniture/fixtures
Movie production equipment
Musical instrument rentals
Newspaper equipment
Nursing home equipment
Office fixtures
Office furniture
Office machines
Optical equipment
Pagers
Pallet jacks
Pallets/bins/crates
Pay phones
Photographic equipment
Pinball machines
Pool tables
Popcorn machines
Printing equipment
Professional equipment
Radio and TV broadcast
Radio and TV repair equipment
Recording studio equipment
Refrigerated cases
Rental equipment
Restaurant equipment
Retail store fixtures
Road construction equipment
Safe deposit boxes
Safes
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
Signs
Small hand tools—
- Barber and beauty
- Carpentry
- Construction
- Landscape
- Logging
- Mechanics
- Medical
- Radio and TV shop

Soft drink equipment
Sound equipment
Steam cleaners
Survey equipment
Tanning equipment
Tavern equipment
Telephone systems
Testing equipment
Theatre/projection
Tire recapping equipment
Tool boxes
Tractors
TV sets
Typewriters
Unlicensed vehicles
Utility trailers—unlicensed
VCRs
Vending carts
Vending machines
Ventilating fans
Video/DVD game rental equipment
Video games
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
Yarders

Filing deadline for this return is March 15, 2016