

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

ATTENTION: If you did not receive a tax bill last year because your total assessed value was below \$18,500, you may not have to complete this entire form. See General information #2.

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

Table with 2 columns: Item number (1-8) and description (Leased or rented property, Noninventory supplies, etc.)

Make any name or mailing address corrections above. This return is subject to audit.

Location of personal property on January 1, 2020.

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 No

Checkboxes for: First-time filer, total assessed value below \$18,500, logging exemption in previous year.

Remember to sign the Taxpayer's declaration at right

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

Checkboxes for: Business closed, Moved out of county, Business sold.

Name and address of new owner (if business sold)

Sign if we MAY NOT FORWARD current property list to new owner.

Signature

X

Multiple locations within this county (See General information no. 5.)

Business name: Business location:

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.)

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 real market value, Assessor's RMV.

If Schedule 1 items are reported on separate attachments, check here:

Schedule 1 total: (Include attachments)

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 Date

Invalid if not signed

X

Printed name of person signing return Title

Person completing return Telephone no.

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.

(Attach separate sheet if necessary)

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

Report total cost on hand as of January 1						Assessor's RMV (leave blank)
1	2	3	4	5	6	
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies		
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>						<b>Schedule 2 total:</b> (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 real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Contract holder:		Exact moorage location on January 1	
If you have remodeled your floating property during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
<b>All other vessels</b> Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage			Length of vessel	Type of fishing or activity	
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/> <b>Schedule 3 total:</b> (Include attachments)					

**Schedule 4—Professional libraries** (Use this format and report on a separate sheet. Enter "None" if no property to report.)

1	2	3		5	6	7	8
		No	Yes				
Type of library*	Title of book or set	If set, is it complete?		Number of volumes	Cost when purchased	Owner's opinion of real market value Total	Assessor's RMV (leave blank)
*For example, books, tapes, videos, compact discs							<b>Schedule 4 total:</b> (Include attachments)

**Schedule 5A—All other taxable personal property** (Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)

1	2	3	4	5		6	7		8	9
				N=New	U=Used		Manuf. year	Purchased Mo.		
Item of property	Identification (manufacturer and serial no.)								Owner's opinion of real market value Total	Assessor's RMV (leave blank)
Sample Item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
(Attach separate sheet if necessary)										<b>Subtotal 5A</b> →

**Schedule 5B—Small hand tools** (Not reported elsewhere on this return; indicate type.)

List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.):	Owner's opinion of real market value	Assessor's RMV (leave blank)
_____		
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee	<b>Subtotal 5B</b> →	
Please provide contact information _____		
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/> <b>Schedule 5 total (A+B):</b> (Include attachments)		

Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

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 with a **complete** list of assets, non inventory supplies, and any attachments to the county assessor. (ORS 308.290 (3)(a)). Complete a separate return for each location in each county in which you have personal property.

**2 Check and sign**—If your county assessor did not send a property tax bill last year because your total assessed value was below \$18,500, 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, added, or disposed of 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, and/or you closed your business, attach a full explanation. Please tell us what you did with the 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. **File form 150-310-026, Environmentally Sensitive Logging Equipment Qualifications, annually with the county in which you file your Confidential Personal Property Return.** Receiving an exemption on specific logging equipment, doesn't relieve the obligation to file a complete return. All assets must be reported and returned to your county assessor (ORS 308.290). 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).

### 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.

**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 (excluding software integrated in equipment).
- 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. On or before October 25, you will receive a tax statement showing the value of your personal property and the tax due (ORS 311.235).

#### 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, 2020.**

#### 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.

**Attachments.** 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  
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

Do not report leased equipment on Schedules 5A or 5B.

## Schedule 5A—All other taxable personal property

Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.

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 all small hand tools and non power tools not reported elsewhere. Enter your best estimate of real market value total as of January 1.

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  
Touchscreen soft drink machines  
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 (ORS 801.285)

Air compressors and drills  
Asphalt/rock crushing plants  
Asphalt spreaders  
Backhoes  
Bituminous mixer  
Bituminous plants  
Bituminous spreaders  
Bucket loaders  
Catering/vendor trucks/wagons  
Concrete mixers  
Concrete batch plants  
Cranes  
Crawlers  
Ditchers  
Earthmoving equipment  
Electric generators  
Excavators  
Fork lifts  
Front end loaders  
High lifts  
Levelling graders  
Lighting plants  
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