

WELCOME!



Clatsop County Office of Assessment & Taxation

Business Personal Property

OUR MISSION

- ⦿ “Our mission is to uphold Oregon law by appraising all property equitably, collecting and distributing taxes accurately and providing public service with quality and creditable standards.”

“DEFINING 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 including: short term vacation rentals.

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



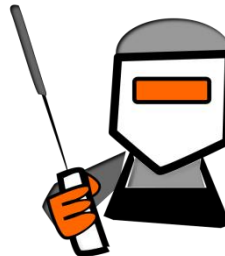
BUSINESS PERSONAL PROPERTY IS...

Taxable personal property includes machinery, equipment, furniture, etc., used previously or presently in a business including any property not currently being used, placed in storage, or held for sale. This also includes freight costs and installation!

The characteristic that distinguishes **Business Personal Property** from real property is mobility. **Business Personal Property** 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
- Freight costs
- Setup costs
- 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 1st, 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 **exclusively** for personal use. Household goods, furniture, clothing, tools, and equipment used **exclusively** 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 *when used according to ORS 307.394*
See Everything is NOT Exempt Power Point Presentation located on the Yamhill County Personal Property Hub for more information!

Licensed vehicles other than fixed load/mobile equipment. ORS 801.285 *There are some exceptions here! When in doubt, reach out!

DON'T PANIC! THERE IS A THRESHOLD!

- ⦿ After we work the return, if the **depreciated value** does NOT go over the current year threshold (which is reported to us annually by the Oregon Department of Revenue) the business is considered UNDER THRESHOLD.
- ⦿ The good news? This means no tax bill will be generated for the coming tax roll!
- ⦿ Keep in mind, all businesses, even under threshold accounts are subject to audit.
- ⦿ 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 business owners 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 the taxable 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 65 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.

501(C)(3) “I HAVE A 501(C)(3), SO I AM EXEMPT.”

- ◉ Not exactly. 501(c)(3) allows your customers to write off a purchase they made from you via a receipt, but it does NOT mean you are exempt from county tax or the obligation to file your personal property return.
- ◉ To be exempt from county taxation, you must apply through our office and meet certain criteria. Upon review of your application, our exemptions specialist will notify you of your status.
- ◉ Until this process is complete, you are 100% taxable and should be filling out a return.
- ◉ Upon approval, the values you reported on your personal property return are the values we need to exempt you from taxation, so we need a first year return in almost all circumstances.

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, you **MUST** sign a waiver.
- This applies to spouses, unregistered business partners, CPA's, bookkeepers, etc.
- The exception: if a person is noted in the Taxpayer's Declaration, it is assumed they have authorization- we may reach out to those listed in the Declaration if we have questions.
- If you need this form, you may obtain it in our office or from the DOR's website:

https://www.oregon.gov/DOR/forms/FormsPubs/assess-tax-disclosure-manual_303-429.pdf

CONFIDENTIAL

OREGON DEPARTMENT OF REVENUE		Tax Information Authorization and Power of Attorney for Representation		For office use only	
• Please print. • Use only blue or black ink. • See additional information on the back.				Date received	
Taxpayer name		Identifying number (SSN, EIN, FEIN, etc.)			
Spouse's name, if joint return		Spouse's identifying number (SSN, etc.)			
Address		City	State	ZIP code	
Check only one:					
<input type="checkbox"/> Tax Information Authorization: Checking this box allows the department to disclose your confidential tax information to your designee. You may designate a person, agency, firm, or organization.					
<input type="checkbox"/> Power of Attorney for Representation: Check this box if you want a person to "represent" you. This means the person may receive confidential information and may make decisions on your behalf. The person you designate must meet the qualifications listed on the back of this form.					
For <input type="checkbox"/> All tax years, or <input type="checkbox"/> Specific tax years: _____					
I hereby appoint the following person as designee or authorized representative:					
Name		Phone ()	Fax ()		
Mailing address		City	State	ZIP code	
Representative's title and Oregon license number or relationship to taxpayer					
If out-of-state CPA, sign here attesting you meet the requirements to practice in Oregon (see instructions)					
The above named is authorized to receive my confidential tax information and/or represent me before the Oregon Department of Revenue for:					
<input type="checkbox"/> All tax matters, or <input type="checkbox"/> Specific tax matters. Enter tax program name(s): _____					
Signature of taxpayer(s)					
• I acknowledge the following provision: Actions taken by an authorized representative are binding, even if the representative is not an attorney. Proceedings cannot later be declared legally defective because the representative was not an attorney. • Corporate officers, partners, fiduciaries, or other qualified persons signing on behalf of the taxpayer(s): By signing, I also certify that I have the authority to execute this form. • If a tax matter concerns a joint return, both spouses must sign if joint representation is requested. Taxpayers filing jointly may authorize separate representatives.					
Signature X		Print name		Date	
Title (if applicable)		Daytime phone ()			
Spouse (if joint representation) X		Print name		Date	
Note: This authorization form automatically revokes and replaces all earlier tax authorizations and/or all earlier powers of attorney on file with the Oregon Department of Revenue for the same tax matters and years or periods covered by this form. If you do not want to revoke a prior authorization, initial here _____. Attach a copy of any other tax information authorization or power of attorney you want to remain in effect.					
Complete the following, if known (for routing purposes only):				Send to: Oregon Department of Revenue	
Revenue employee: _____				955 Center St NE	
Division/Section: _____				Salem OR 97301-2555	
Phone/Fax: _____					
Visit www.oregon.gov/dor to complete this form using Revenue Online.					
If this tax information authorization or power of attorney form is not signed, it will be returned.					
Power of attorney forms submitted with Revenue Online will be signed electronically.					

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.
- 🔑 501(3)(c) does not relieve you of your duty to file. Contact our office for more information.
- 🔑 Returns are due March 15th to avoid any penalties.
- 🔑 Assets are confidential!

FILLING OUT THE RETURN...

- ⦿ The return is available on DOR's website:
<https://www.oregon.gov/DOR/forms/Pages/default.aspx> ,
- ⦿ And in our office:
820 Exchange St, Suite 200, Astoria, OR 97103
- ⦿ Second-year filers will receive an asset listing mailed to them from our office via USPS.
- ⦿ The return is 2 pages, double sided, and additional pages may be attached to include a list of assets.
- ⦿ It will be returned if the taxpayer declaration is not filled out completely and signed.
- ⦿ Due no later than **MARCH 15th** to avoid penalties!

2019

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 last year because your total assessed value was below \$17,000, you may not have to complete this entire form. See General Information #2.

2019

Clear this page

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	<input type="checkbox"/>
2. Noninventory supplies	<input type="checkbox"/>
3. Floating property	<input type="checkbox"/>
4. Libraries	<input type="checkbox"/>
5. All other property	<input type="checkbox"/>
6. ESLE Exemption percentage	0.000000000%
7. Total real market value	
8. Late filing penalty	0.00%

Make any name or mailing address corrections above.

This return is subject to audit.**Location of personal property on January 1, 2019.**

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 total assessed value was below \$17,000 last year, see General Information no. 2. Does not apply to first-time filers.**Remember to sign the Taxpayer's declaration at right****My 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 here **MAY NOT FORWARD** current property list to new owner: ☐

Signature _____

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 _____

Assessed 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

☒ **None**

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.

(Attach separate sheet if necessary)

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

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 Payor of taxes to county Lessor Lessee	4 Amount of assessment Monthly Yearly	5 Date agreement begins	6 Length of agreement Months	7 No. of units	8 Original cost Each Total	9 Owner's option of real market value Total	10 Assessor's FMV (leave blank)
Select one		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>				\$0.00		
		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>				\$0.00		
If Schedule 1 items are reported on separate attachments, check here: <input type="checkbox"/>								Schedule 1 total: (Include attachments) \$0.00	

Filing deadline for this return is March 15, 2019

This information is used to identify the situs and status of the business, please fill out completely as it applies.

2019

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 last year because your total assessed value was below \$17,000, you may not have to complete this entire form. See General Information #2.

2019

Penalty—Maximum penalty for late filing of personal property return is 50 percent of the tax attributable to the taxable personal property (ORS 308.290).

Clear this page

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. ESLE Exemption percentage	0.00000000%
7. Total real market value	
8. Late filing penalty	0.00%

Make any name or mailing address corrections above.

This return is subject to audit.

Location of personal property on January 1, 2019.

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 total assessed value was below \$17,000 last year, see General Information no. 2. Doesn't apply to first time filers.**Remember to sign the Taxpayer's declaration at right****No personal property to report** (See General information no. 3.)☐ Business closed?

Date closed:

☐ Moved out of county?

Date moved:

☐ Business sold?

Date of sale:

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

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

Business name:

Business location:

☐ Logging exemption in previous year

Logging exemption in

County (See General Information no. 4)

Schedule 1—Leased or rented personal property (Don't report real property. Enter "None" if no personal property to report.)

1	2	3	4	5	6	7	8	9	10	11
Name and address of second party involved in lease/rent agreement	Description (include model)	Payor 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 FMV	
		Lessor	Month	Year			Each	Total	Total	
Select one										
								\$0.00		
								\$0.00		
If Schedule 1 items are reported on separate attachments, check here: <input type="checkbox"/>									Schedule 1 total: (Include attachments)	
									\$0.00	

Filing deadline for this return is March 15, 2019

The TAXPAYERS DECLARATION
Must be filled out
completely or your return
will be sent back to you.

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—Noninventory supplies (See instructions for examples.)

Report total cost on line 1 of January 1					Assessor's RMV (leave blank)
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"/>					Schedule 2 total: (Include attachments) \$0.00

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)
Owner:	Contract holder:	Exact moorage location on January 1			
<input type="checkbox"/> Fee simple <input type="checkbox"/> Contract					
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? <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"/> 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.)

Select one	If set, is it complete?	Number of volumes	Cost when purchased	Owner's opinion of real market value	Assessor's RMV (leave blank)
Type of library	No Yes			Total	
Title of book or set					
*For example, books, tapes, videos, compact discs					
Select one	Schedule 4 total: (Include attachments)			\$0.00	

Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)

Select one	Identification (manufacturer and serial no.)	N-New U-Used	Model year	Purchased (Mo. Yr.)	No. of units	Cost when purchased (Each Total)	Owner's opinion of real market value (Total)	Assessor's RMV (leave blank)
Item of property	Brand Name/123456789	N	2010	6 10	2	150 300	300	
Sample Item							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
(Attach separate sheet if necessary)							Subtotal 5A	\$0.00

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

<input type="checkbox"/> Dealership <input type="checkbox"/> Service Garage <input type="checkbox"/> Landscape <input type="checkbox"/> Construction/Logging <input type="checkbox"/> Barber and Beauty Shop <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Other	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		
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: <input type="checkbox"/> Schedule 5 total (A+B): (Include attachments)	\$0.00	

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

NON- INVENTORY SUPPLIES ARE:

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



SCHEDULE 2 NON-INVENTORY

SOME EXAMPLES OF SUPPLIES

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

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

Report total cost on hand as of January 1

General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	Assessor's RMV (leave blank)

Schedule 2 items are reported on separate attachments, check here: ☐

Schedule 2 total: (Include attachments)

\$0.00

Schedule 3—Floating property (Include docks and pilings. Enter "None" if no property to report.)

Registration no.	Oregon Marina Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own:	Contract holder:	Exact moorage location on January 1			
<input type="checkbox"/> Fee simple <input type="checkbox"/> Contract					
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? <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"/> 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.)

Select one	If set, is it complete?	Number of volumes	Cost when purchased	Owner's opinion of real market value	Assessor's RMV (leave blank)
Type of library	No Yes			Total	
*For example, books, tapes, videos, compact discs					
Select one	Schedule 4 total: (Include attachments)			\$0.00	

Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)

Select one	Identification (manufacturer and serial no.)	No./New (old)	Year	Month	Day	No. of units	Cost when purchased	Owner's opinion of real market value	Assessor's RMV (leave blank)
Item of property							Each Total	Total	
Sample Item	Brand Name/123456789	N	2010	6	10	2	150 300	300	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
(Attach separate sheet if necessary)								Select one	Subtotal 5A
									\$0.00

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

<input type="checkbox"/> Dealership	<input type="checkbox"/> Service Garage	<input type="checkbox"/> Landscape	<input type="checkbox"/> Construction/Logging	Owner's opinion of real market value	Assessor's RMV (leave blank)
<input type="checkbox"/> Barber and Beauty Shop	<input type="checkbox"/> Medical	<input type="checkbox"/> Dental	<input type="checkbox"/> Other		
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> 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: <input type="checkbox"/> Schedule 5 total (A+B): (Include attachments)				\$0.00	

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

SCHEDULE 3

FLOATING

PROPERTY



Assessable floating property includes:

- Floating homes
- Boat houses
- Floating home / Boat house combinations
- Shops
- Hangars
- Restaurants
- Moorages
- Commercial Fishing Vessels

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

Report total cost on hand as of January 1					Assessor's RMV (leave blank)
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"/>					Schedule 2 total: (include attachments) \$0.00

Schedule 3—Floating property (Include docks and pilings. Enter "None" if no property to report.)

Registration no.	Oregon Marina 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:					
All other vessels 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"/>					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.)

Select one type of library	Title of book or set	If set, is it complete?	No	Yes	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								
Select one	Schedule 4 total: (include attachments)						\$0.00	

Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)

Select one Item of property	Identification (manufacturer and serial no.)	No-New U-Used	Month	Year	Purchased Mo. Yr.	No. of units	Cost when purchased Each Total	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	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
(Attach separate sheet if necessary) Select one								Subtotal 5A	\$0.00

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

Owner's opinion of real market value		Assessor's RMV (leave blank)
<input type="checkbox"/> Dealership <input type="checkbox"/> Service Garage <input type="checkbox"/> Landscape <input type="checkbox"/> Construction/Logging <input type="checkbox"/> Barber and Beauty Shop <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Other		
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> 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: <input type="checkbox"/>		Schedule 5 total (A+B): (include attachments) \$0.00

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

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. (More information about software coming up!)
- Use the first drop down in this section to let us know if you have any libraries to report.
- Use the second drop-down to let us know if you have to use the addendum or other attachments for your law library.

LAW LIBRARIES

- ⦿ Law Libraries are different and generally apply to attorneys or others who may utilize a law library.
- ⦿ If you have a law library, you are responsible for using the law library depreciation schedule to arrive at the value of your library.
- ⦿ Attach your law library to your return.

TAXABLE SOFTWARE

- ⦿ Canned software is not taxable? CORRECT!
- ⦿ All software is not taxable? INCORRECT!
- ⦿ Software that provides a function to a piece of equipment is taxable. If the equipment can not run without the software, the software and any upgrades are taxable and should be reported.
- ⦿ Examples of taxable software: Various medical equipment, mechanics diagnostic scanners, machinery and equipment that uses software to operate, etc.

SCHEDULE 5A

ALL OTHER

PROPERTY

- Schedule 5A 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.
- This is also where you would record **freight costs and setup costs** associated with your assets.
- **Vital information here: item description, new or used, manufacture year if pertinent to equipment, year of purchase, number of units, & cost when purchased. The new form will total your costs. Our system depreciates from that information!**

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

Report total cost on hand as of January 1					Assessor's RMV (leave blank)
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"/>					Schedule 2 total: (Include attachments) \$0.00

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)
Owner: <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: _____					
All other vessels 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"/>					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.)

Select one type of library	Title of book or set	If set, is it complete? No Yes	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					Schedule 4 total: (Include attachments)	\$0.00

Schedule 5A—All other taxable personal property (Not reported on Schedules 2, 3, or 4.)

Select one Item of property	Identification (Manufacturer and serial no.)	New/Used N/U	Year Mo. Yr.	Purchased Mo. Yr.	No. of units	Cost when purchased Each Total	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	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
Subtotal 5A							\$0.00	

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

Dealership	Service Garage	Landscape	Construction/Logistics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee			
Please provide contact information			
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: _____			
Location: Township _____ Range _____ Section _____			
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/>			
Schedule 5 total (A+B): (Include attachments)			
\$0.00			

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

Select one

“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 and sold 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.

[Clear This Page](#)

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

Report total cost on hand as of January 1					Assessor's RMV (leave blank)
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"/>					Schedule 2 total: (Include attachments) \$0.00

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 remodelled 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? <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"/>					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.)

Select one	Title of book or set	If set, is it complete?	Number of volumes	Cost when purchased	Owner's opinion of real market value	Assessor's RMV (leave blank)
Type of library		No Yes				
*For example, books, tapes, videos, compact discs.					Schedule 4 total: (Include attachments) \$0.00	

Schedule 5A—All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)

Select one	Item of property	Identification (manufacturer and serial no.)	N-New (1-Used)	Manuf. year	Purchased Mo.	Purchased Yr.	No. of units	Cost when purchased	Owner's opinion of real market value	Assessor's RMV (leave blank)
								Each Total		
	Sample Item	Brand Name/123456789	N	2010	6	10	2	150 300		
								\$0.00		
								\$0.00		
								\$0.00		
								\$0.00		
								\$0.00		
(Attach separate sheet if necessary) Select one									Subtotal 5A →	\$0.00

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

<input type="checkbox"/> Dealership <input type="checkbox"/> Service Garage <input type="checkbox"/> Landscape <input type="checkbox"/> Construction/Logging <input type="checkbox"/> Barber and Beauty Shop <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Other		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			
Please provide contact information			
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township _____ Range _____ Section _____			
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/>		Schedule 5 total (A+B): (Include attachments)	\$0.00

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

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

Report total cost on hand as of January 1					Assessor's RMV (leave blank)
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"/> Schedule 2 total: (Include attachments)					\$0.00

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:	Contract holder:	Exact moorage location on January 1			
<input type="checkbox"/> Fee simple <input type="checkbox"/> Contract					
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? <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"/> 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.)

Select one type of library	Title of book or set	If set, is it complete?	No	Yes	Number of volumes	Cost when purchased	Owner's opinion of real market value	Assessor's RMV (leave blank)
*For example, books, tapes, videos, compact discs								
Select one	Schedule 4 total: (Include attachments)						\$0.00	

Schedule 5A--All other taxable personal property (Not reported on Schedules 1, 2, 3, or 4.)

Select one Item of property	Identification (manufacturer and serial no.)	N-New U-Used	Year	Manufact. Mo. Yr.	No. of units	Cost when purchased	Owner's opinion of real market value	Assessor's RMV (leave blank)
						Each	Total	
Sample Item	Brand Name/123456789	N	2010	6 10	2	150	300	300
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	

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

Who is responsible for taxes?		Company/Owner	Employee	Subtotal 5B	Owner's opinion of real market value	Assessor's RMV (leave blank)
<input type="checkbox"/> Dealership	<input type="checkbox"/> Service Garage	<input type="checkbox"/> Landscape	<input type="checkbox"/> Construction/Logging			
<input type="checkbox"/> Barber and Beauty Shop	<input type="checkbox"/> Medical	<input type="checkbox"/> Other				
Please provide contact information						
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made:						
Location: Township Range Section						
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 5 total (A+B): (Include attachments)					\$0.00	

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

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 5A is.
- For the top box in the blue circle, you will include an **ESTIMATE** of real market value. Think, "As of January 1st, I had X amount of value in small hand tools."
- The **subtotal** would be the **actual value** of small hand tools on hand as of January 1.
- Beneficial for ease of reporting!
- Mechanics shops, doctors offices, dental practices, manufacturers, etc.
- After you fill in your values, check to see if any of the other information in Schedule 5B applies to your business.



LETS RECAP SOME KEY POINTS!

- 🔑 The return is available from the Department of Revenue (DOR) website or you can contact our office to have one sent to you.
- 🔑 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.

“THERE IS NOT ENOUGH ROOM ON THE RETURN!”

- ◉ We know. We can't fix that.
- ◉ BUT, we encourage you to use an attachment to log your assets.
- ◉ Once we have you on record, we supply you a copy of your asset list each year along with sending you the return. It is up to you to look through it and cross off disposed items. Once you have crossed off all your items, you can attach this report along with any additions to the form.

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 Revenue website:
<https://www.oregon.gov/DOR/forms/Pages/default.aspx>
- ⦿ You may contact our office to have one mailed to you.
 - 503-325-8522
 - 820 Exchange St., Suite 200, Astoria

WHAT IF I FILE MY RETURN LATE?

- ⦿ After March 15th but on or before June 1st, you will be assessed a penalty of 5% of the tax.
(March 16th-June 1st) ORS 308.296
- ⦿ After June 1st but on or before August 1st, you will be assessed a penalty of 25% of the tax.
(June 2nd – August 1st) ORS 308.296
- ⦿ After August 1st, you will be assessed a penalty of 50% of the tax.
(August 2nd – December 31st) ORS 308.296

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% late file penalty will also apply. The comparables may or may not reflect values that are close to your actual value.
3. If you have an **existing account**, we will take the last value on the account and apply a percentage. Example: \$17,000 in value x 10% = \$1,700 = \$18,700 in value. Your tax rate will be applied based on the levy code your business is in. Then a 50% penalty will be attached to the account for late/non-file accounts.
4. Each year you do not file, a new forced value will be attached to the account, and the percentage will increase.
5. Penalties apply whether you have an existing account or a new business when forced value occurs.

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 for the majority of assets. The only exception is by statute and involve logging and farming equipment.

LETS RECAP SOME KEY POINTS!

- 🔑 The form is tiny and doesn't have enough room- but you can attach additional asset lists.
- 🔑 Even if you do not receive a return, you have an obligation to file unless otherwise directed by our office.
- 🔑 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. Look at the timeline on the hub to learn more!
- ⦿ 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 are 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**, conduct a Uniform Commercial Code (UCC) search with the Secretary of State. The link is found on the Yamhill County Personal Property Hub in the Information Station under Helpful Links.
- ◉ A lien means we (or another party) has an interest in the equipment until the debt is paid. This equipment is collectable!
- ◉ Purchasing someone else’s property with liens means that you are now responsible for those liens! We follow equipment, not owner’s!

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.
- Example: Sally opened business in 2013 but did not know she had to file a business personal property return. She failed to file 2014, 2015, 2016, 2017, and 2018. During a site visit, the assessor's office found she was in business and instructed Sally to file a return. Sally filed a return in 2019. Sally is may be liable for taxes that would have been levied in 2014, 2015, 2016, 2017, 2018 and now in 2019. A 50% late fee would be attached to each filing year.
- The state recognizes that failure to know the laws does not alleviate the necessity to file.
- If you are unsure whether you need to file or not, contact our office.
- 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. Appeal forms are available at the Clatsop County Clerk's office.

<https://www.co.clatsop.or.us/clerk/page/board-property-tax-appeals-bopta>

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** The new forms should be available online around this time..
- ◉ **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.
- ◉ **June 2** Late returns subject to 25% penalty.
- ◉ **July 1** Our lien date for personal property.
- ◉ **Mid July** is wrap of personal property entry of returns. All returns should be filed for given year to comply with internal processing deadlines.
- ◉ **Aug. 2** Late returns subject to 50% penalty.
- ◉ **Aug. 15** Non-Filers are assessed forced values.
- ◉ **Sept.** Tax Roll calculations occur.
- ◉ **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.



◎ Clatsop County Website◎
www.co.clatsop.or.us.

Director of Assessment & Taxation

Suzanne Johnson

(503) 325-8522

assessor@co.clatsop.or.us

Thank you to Yamhill County!

This presentation was originally designed by Yamhill County's Assessment and Taxation's Personal Property Department. With their permission, Clatsop County has used their templates and updated the information to suit our unique area. We would like to thank Yamhill County for allowing us to use their templates and information; which saved us valuable time and costs.

