

PERSONAL PROPERTY AFFIDAVIT INSTRUCTIONS FOR 2011

The enclosed affidavit of personal property has been designed to allow the taxpayer to follow a step-by-step procedure for reporting personal property and calculating the tax amount due.

As you go through the step by step process listed below to complete the forms, if you have any questions please do not hesitate to call the Treasurer's Office at 435-734-3336 or 877-390-2326, ext 3336.

If you are a **new business** or are filing for the first time, the form SCHEDULE-A-EQUIPMENT will be blank and you will need to list all of your equipment by the described class. This should include any equipment used in your business. Start with step 1 to begin the self-assessing process.

If you are an **existing business** and have previously filed, the form titled SCHEDULE-A-EQUIPMENT of the affidavit summarizes the personal property in which it has been reported in prior years and/or assessed as a result of a prior audit. You will need to add or delete personal property items on Schedule A as necessary.

Schedule-A-Equipment now adds Business Supplies from the prior year to the grand total, if your supplies have changed, correct it on Schedule A and change the Grand Total and put that amount on line 1 of page A1. Refer to step 7 for information.

As the final step, you will be calculating your tax amount.

Send in your payment to:

**BOX ELDER COUNTY ASSESSOR
01 SOUTH MAIN STREET
BRIGHAM CITY, UTAH 84302**

Please make your check payable to:

BOX ELDER COUNTY ASSESSOR

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- Step 1: Under the "Code" column, on the form SCHEDULE-A-EQUIPMENT, enter the property code or class from the form "Personal Property Valuation Schedule" enclosed with this packet.
- Step 2: Under the "DESCRIPTION" column, briefly describe the property acquired. If more than one item was acquired, add that number to the "QUANTITY" column.
- Step 3: Under the "YEAR" column, enter the year the property was acquired.
- Step 4: Under the "ACQUISITION COST" column, enter the purchase price. Include the value of trade-ins, donations, or exchanges, which were part of the purchase price, rounded to the nearest dollar.
- Step 5: Under the "DEPRECIATION RATE" column, enter the rate corresponding to the item description and year acquired as shown on the Personal Property Valuation Schedule form.
- Step 6: To calculate the Taxable Value, multiply the depreciation rate by the Acquisition Cost.

Step 7: Enter the total amount of your supplies as of January 1, 2011 on Schedule A and add this amount to the grand total. (Supplies include office, shipping, maintenance supplies, billing supplies, replacement parts, lubricating oil, fuel, and other operating supplies not held for resale). If you cannot determine the actual amount of supplies on had as of January 1st, enter the average monthly supply expenditures for the past twelve months. Inventory items are not included.

Step 8: Total the taxable value and transfer the Grand Total to line 1 on page A-1.

Step 9: If you elected to place equipment in EXPENSED PERSONAL PROPERTY CLASS enter the total on SCHEDULE R to line 2 on page A-1.

Step 10: The tax rate for your tax district is printed on the front of the form- "AFFIDAVIT OF PERSONAL PROPERTY".

Step 11: Add line 1 and line 2 then multiply by the tax rate (line 3), and enter the result in line 4. Calculate any prepayment or delinquent amounts from lines 5 and 6 to your tax due amount and put this on line 7. This amount is the current personal property tax due. **Please prepare a check for the amount on line 7.** Mail **CHECK, SIGNED AFFIDAVIT and "SCHEDULE-A-EQUIPMENT"** page(s) to our office **30 days from postmark on billing envelope.**

Step 12: On the bottom of the last page of form "SCHEDULE-A-EQUIPMENT" list the names and addresses of companies from which you lease any equipment. Describe the items of property leased and give the dates of the beginning and termination of the lease. Add page(s) if necessary. Also indicate the offered purchase price at the beginning of the lease.
DO NOT TOTAL LEASED EQUIPMENT.

For questions concerning property codes for items or for more information concerning the Utah Personal Property Tax, check out the web:

www.propertytax.utah.gov

click on Personal Property.

IMPORTANT NOTICE

UNSIGNED AFFIDAVITS WILL BE RETURNED AND WILL BE SUBJECT TO INTEREST AND/OR PENALTY IF DELAYED. PENALTY AND INTEREST WILL START ACCRUING ON THE DATE THAT THE AFFIDAVITS ARE DUE. INTEREST WILL BE CHARGED AT 6% PER ANNUM ABOVE THE CURRENT FEDERAL DISCOUNT RATE ON ALL PAST DUE ACCOUNTS.

IF YOU FAIL TO SUBMIT AN AFFIDAVIT, THE ASSESSOR WILL ESTIMATE THE VALUE OF YOUR PERSONAL PROPERTY AS REQUIRED BY UTAH CODE IN SECTION 59-2-307 UCA. THIS ESTIMATE WILL CONTAIN AN INCREASE REPRESENTING AN ESTIMATED AVERAGE GROWTH. UTAH LAW PROVIDES THAT AN ESTIMATE SHALL NOT BE REDUCED BY THE COUNTY BOARD OF EQUALIZATION OR BY THE STATE TAX COMMISSION. A PENALTY EQUAL TO 10% OF ESTIMATE TAX DUE, BUT NOT LESS THAN \$100 WILL BE ADDED.

ANY TAXPAYER DISSATISFIED WITH THE TAXABLE VALUE MAY APPEAL BY FILING AN APPLICATION NO LATER THAN 30 DAYS AFTER THE MAILING OF THIS NOTICE. APPEAL FORMS MAY BE OBTAINED FROM THE BOX ELDER COUNTY AUDITOR'S OFFICE, 01 SOUTH MAIN ST., BRIGHAM CITY, UT 84302