INSTRUCTIONS FOR COMPLETING THE STATEMENT OF PERSONAL PROPERTY FOR 2018
SALT LAKE COUNTY ASSESSOR’S OFFICE
Salt Lake County Forms and Information: http://www.assessor.slco.org/html/ppcontact.html
The Utah State Tax Commission Personal Property Classification Guide can be found at:

All tangible personal property owned, possessed, controlled, or managed by the business entity must be reported to the Assessor.

LINE 1 (SUPPLIES): The cost of supplies on hand reported last year has been entered for you. If your cost of supplies has changed, please correct the number in this box. The cost to be reported is the acquisition cost including sales tax and freight. Supplies include, but are not limited to, such items as: office, shipping, and maintenance supplies, replacement parts, lubricating oil, fuel and other operating supplies. Do not include inventory held for resale. If you leave Line 1 blank, the Assessor’s Office will estimate the value of your supplies.

LINE 2 (PRIOR YEARS PERSONAL PROPERTY): The amount listed on line 2 is the subtotal from page 2 of the taxable value of the personal property that has been reported in prior years. This line does not include any prior reported supplies. If you were audited in 2017, this amount may differ from your original copy of the 2017 filing due to adjustments made by the auditor.

LINE 3 (ACQUISITIONS AND DISPOSALS): If you have acquired and/or disposed of any taxable personal property during 2017, you must complete Schedule A. If you have not acquired or disposed of any personal property enter “0” on line 3. If you purchased used equipment, use the date and cost for which you acquired the property.

SCHEDULE A INSTRUCTIONS: Forms for online filing can be found at: https://slco.org/assessor/persproptax/public/

Whether you choose the online version or the manual version, a sample schedule is provided below.

Part 1: Acquisitions

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Year Acquired</th>
<th>Original Cost</th>
<th>% Good Rate</th>
<th>Taxable Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Furniture</td>
<td>2017</td>
<td>7,300</td>
<td>0.90</td>
</tr>
<tr>
<td>3</td>
<td>Cash Registers</td>
<td>2017</td>
<td>15,900</td>
<td>0.84</td>
</tr>
<tr>
<td>3</td>
<td>Alarm System</td>
<td>2017</td>
<td>6,690</td>
<td>0.84</td>
</tr>
</tbody>
</table>

1. Total Taxable Value – Acquisitions: 26,386

Part 2: Disposals (Items listed here MUST have been previously reported and listed on Page 2)

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Item Description</th>
<th>Year Acquired</th>
<th>Original Cost</th>
<th>% Good Rate</th>
<th>Taxable Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Furniture</td>
<td>2012</td>
<td>3,460</td>
<td>0.44</td>
<td>1,522</td>
</tr>
<tr>
<td>3</td>
<td>Alarm System</td>
<td>2009</td>
<td>10,200</td>
<td>0.18</td>
<td>1,836</td>
</tr>
</tbody>
</table>

2. Total Taxable Value – Disposals: 3,358

Net of Acquisitions and Disposals: 23,028

The net amount above may be either positive or negative.

LINE 4 (TOTAL TAXABLE VALUE): Total the amounts from lines 1, 2, and 3 and enter on line 4. If the amount on line 4 is $10,500.00 or less, stop here and follow the instructions to complete the exemption application.

LINE 5 (TAX RATE): The tax rate for your tax district is printed on this line. If the property location is not correct, please call (385) 468-7999 to obtain the correct tax rate for the new location.

LINE 6 (TAX AMOUNT): Multiply the amount on Line 4 times the tax rate on Line 5 and enter the result on Line 6. This amount is the Personal Property Tax due. Enter this amount on Line 7 of the payment coupon.

LINE 8 (CREDITS/DELINQUENT TAXES/OVERPAYMENTS): If you have not paid a prior year’s assessment, or have a credit due to an overpayment, the net amount due for all prior years will be printed on this line and should be treated as an addition or deduction from the current year tax as appropriate.

LINE 9 (NET AMOUNT DUE): Total Lines 7 and 8 and enter on Line 9 to arrive at the Net Amount Due.

SCHEDULE B (LEASED EQUIPMENT AND ADDITIONAL INFORMATION): Leased items are assessed to the owner of the property, the lessor. Fill out the information requested on Schedule B to aid us in eliminating duplicate taxation of leased equipment. If you are now the owner of equipment that you previously leased, you are now responsible for the assessment. Include this property as an acquisition on Part 1 of Schedule A at the cost and year originally leased. Capitalized leases are reported by lessees on Schedule B.

SIGNATURE: Statements received without signature will be returned and may be subject to additional interest, penalty, and fees if not signed and returned by the due date indicated at the top of the Statement.

DUE DATE: The date printed at the top of the Statement is the due date for the Statement to be returned to the County Assessor. Utah Statutes allow 60 days for completion of the Statement. Interest will begin to accrue as of the due date on the Statement at the annual rate set by statute. Failure to file the Statement within 30 days of a subsequent notice will result in a penalty of $25 or 10% of the tax due, whichever is greater (59-2-307) and an estimate will be made of your personal property value.

APPEAL PROCEDURES: If you disagree with the current market value as determined by the assessor, you may appeal to the County Board of Equalization. You must do so in writing and it must be postmarked on or before the appeal date printed on the first page of the statement and must include either an appraisal or other valuation basis for your appeal, or a summary of the legal basis of your valuation disagreement. To appeal the personal property valuation, write to: CLERK OF THE BOARD OF EQUALIZATION, SALT LAKE COUNTY AUDITOR, 2001 SOUTH STATE STREET #N3-300, PO BOX 144575, SALT LAKE CITY, UTAH 84114-4575

$10,500.00 Constitutional Exemption: An owner of business personal property is exempt from personal property tax if the aggregate total taxable value of the owner’s property is $10,500.00 or less. In order to receive the exemption, either the annual statement must be completed listing all property owned, the taxable value calculated and the exemption application block signed, or a signature certification signed. The declaration must be filed timely in order to receive this exemption.

$1,000.00 Exemption: An individual item of property that has an acquisition basis of $1,000.00 or less, and would be classed in Classes 1, 2, 5, 7, 8, 12, 13, 15, 16, 20, 21, and 25 are exempt when that item reaches 15% or less in the schedule. Classes that begin with the letter “E” are provided for this type of property. Go to the Assessor’s web page for more detailed information. Go to http://slco.org/assessor/personal-property-contact/

Credit Card and Electronic Check payment option: The Assessor’s Office has implemented a system for acceptance of credit cards and electronic checks (EFT) for payment of personal property taxes. There is a convenience fee for this service to the user. Even if you pay online, you must file the return, either online or by mail.

To pay your tax online, go to: https://www.slco.org/assessor/payments/
This classification guide is to assist you in the classification of personal property into the appropriate percent good category. It is not all-inclusive. If you have property that you cannot classify, please contact the County Assessors office for assistance or check the classification guide at the Tax Commission link on the reverse side of this page.

Class 001 Short Life Property: Property which is fungible in that it is difficult to determine which items are retired from service by age group. Such property is highly susceptible to breakage, loss, rapid wear and tear or subject to extreme obsolescence. Barricades, patterns, jigs, dies, pots, pans, canned computer software, motel linen, pallets, silverware, uniforms. Rental Video Tapes, CD’s, and DVD’s are valued at $15 each for the first year and $3.00 per year thereafter.

Class 002 Computer Integrated Machinery: Machinery which cannot operate without the computer and the computer cannot perform functions outside the machine: computer driven mills, computer dependent manufacturing and fabrication machinery, computerized lathes. This property must be 1) Computer and machine sold as one unit 2) Machine cannot perform without the computer and computer cannot perform functions outside the machine 3) Machinery is multiple-function controlled by a CPU 4) The capabilities of the machine cannot be expanded by substituting a more complex computer for the original. Also includes high-tech medical equipment that meets the above criteria. This class does NOT include peripherals such as printers, scanners, external drives, etc. These are Class 12 property.

Class 003 Short Life Equipment: Electronic types of equipment and office machines subject to rapid functional or economic obsolescence or items subject to severe wear and tear. Alarm systems, cash registers, fax machines, microwave communications equipment, stereo and sound systems, Rent-to-Own merchandise, small equipment rentals, shopping carts, standard telephone equipment and systems, cell phones and vending machines.

Class 005 Furniture and Trade Fixtures: Non-mechanical furniture and trade fixtures subject to obsolescence due to style and desirability. Furnitures, bedding, lamps, lamps, mirrors, tableware, china, cutlery, linens, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, china, ch