

# Salt Lake County Assessor Online Personal Property Filing

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A step-by step guide to the online filing process

Here are some statistics gathered from the 2012 filings

83% of all 2012 filings came to us via the online filing process

17% requested the paper filing option

88% of online filings took less than 1 hour to complete

# Sign In

From your web browser, go to the following web page:

<https://persprop.slco.org/public/>

This page lists the basic information needed to log in to your account and begin the filing process.

It also lists the web browsers that have been tested with our application.

Before proceeding, have your account number, sub-account number, and PIN number ready. If you do not have these, contact the personal property division at 385-468-7999.

## Business Personal Property Tax - Online Filing

### IMPORTANT INFORMATION

Welcome to the Salt Lake County Assessor's Business Personal Property Tax Online Filing Application. Before you begin, please review the important information below.

#### Filing Requirements:

- Have your account number(s) and PIN ready. You can find this information on your "Statement of Business Personal Property" (you should have received this in the mail).
- If you do not have this information, please contact the Salt Lake County Assessor information desk at 385-468-7999.

#### Technical Requirements:

- **We recommend using the MICROSOFT INTERNET EXPLORER browser (downloadable from Microsoft website <http://www.microsoft.com>) for best performance.** While Google Chrome, Firefox and Safari for Mac will also work, you may need to use the CTRL-P (Command-P for Mac) command to print the final Adobe pdf document, depending on your version of Adobe Reader. Online filing has not been tested on any other browsers.
- JavaScript must be enabled in your web browser (most browsers already have this enabled by default).
- Pop-up windows must not be blocked for this domain (secure.slco.org). If you are using a Pop-up blocker, add secure.slco.org to your exception list.
- PDF Files: Acrobat Reader is required in order to view print-friendly PDF files. You can get a PDF reader by going here: <http://get.adobe.com/reader/>.

Are you ready to begin?

Yes

## Business Personal Property Tax - Online Filing

### LOGIN SCREEN

Enter your Account Number, Sub Account Number, and PIN number in the appropriate boxes, then click, "Lookup Account".

If you see an error message, you have entered one or more of the data fields incorrectly. All three fields must match the data in our system for your account to proceed.

**Note:** The Sub Account Number is 8 characters.

The Tax Year is always the current year. We are assessing property owned, possessed, or controlled as of January 1 of the current year.

**LOOKUP TAX RECORD**

To begin a new filing, or leave where you left off from a previous session, please enter the following information from your tax notice:

Account Number **1**

Sub Account Number **2**

Tax Year (4-digit YYYY format.)

PIN (you can find this on your tax form.) **3**

**Account Number Help:** Your Account and Sub Account Numbers are located on the tax form you received in the mail. If you need additional help figuring out what your Account and Sub Account Numbers are, please contact the Salt Lake County Assessor's office directly at: (385)468-7999.

# ACCOUNT VERIFICATION SCREEN

Click “Yes” if the data displayed represents your account.

In the unlikely event that you entered the correct data for another account, please click “No” to go back and re-enter your account information.

## Business Personal Property Tax - Online Filing

### VERIFY TAX RECORD

Please confirm the information below is your tax record:

Account Number: **163962**  
Sub Account Number: **00000000**  
Property Location: **PO BOX 144575**  
Name and Address: **USTC IT DIVISION**  
**PO BOX 144575**  
**SALT LAKE CITY, UT 84114**

**Is this your tax record?**

## Schedule A

This screen is used to enter property you have acquired or disposed of during the prior calendar year. Do not enter any property you have acquired or disposed on or after January 1 of the current year.

There are two sections to the form. First, new acquisitions. Click on the box with the yellow highlighted text, "Add New Asset". (Three lines of new assets have already been added in this example.)

A dialogue box will appear where you will enter the Class, Description, Year, and Cost of the property. You may enter individual items in separate dialogue boxes if you want to maintain your detail. You may also accumulate all assets in the same Class and Year into one entry.

A link to the Utah State Property Tax Division Classification Guide is located in each dialogue box.

[Save & Finish Later](#)

### Account Information

Account Number	163962	Tax Year	2012
Subaccount Number	00000000	Business Name	USTC IT DIVISION
PIN	[REDACTED]	Mailing Address	PO BOX 144575
		City/ST/Zip	SALT LAKE CITY, UT 84114
		Property Location	PO BOX 144575

### Schedule A

#### Acquisitions

1. To add a new asset, click **Add New Asset** (see top of display grid for section you want to add to).
2. To edit an asset, double-click it.
3. To delete an asset, select (highlight) the appropriate row, then click **Delete a Row**.
4. Supplies are entered on a subsequent screen, not in the acquisition section.

Add New Asset
Delete a Row

Class	Description	Year Acquired	Cost	Percent Good	Taxable Mkt Val...
001	FAX MACHINE, TELEPHONE SYSTEM	2009	15,940	0.1	1,594
005	MODULAR OFFICE FURNITURE, DESKS, TABLES	2011	5,350	0.91	4,869
012	LAPTOP SUPER COMPUTER	2011	2,600	0.62	1,612

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Showing 1 - 3 out of 3

Total Acquisitions:

#### Disposals

1. To dispose an asset, click **Enter a Disposal** (see top of display grid for section you want to add to).
2. To edit a disposal, double-click it.
3. To delete a disposal, select (highlight) the appropriate row, then click **Delete a Row**.

Enter a Disposal
Delete a Row

## RECORD DETAIL INFORMATION

1. Select the Class from the drop-down.
2. Enter a brief description of the property.
3. Enter the year acquired.
4. Enter the full acquisition cost, including freight, installation and sales tax.
5. Click "Add Record"
6. The data you just entered will now show in the Schedule A screen. You will be taken back to the Schedule A to add more assets, dispose of assets, or continue to the next step.

Record Detail Information

Property Class  
E05 FURN/FIXT - < \$1000

Description  
15 Stacking Chairs

Year Acquired  
2011

Cost  
375.00

Add Record Cancel

[Personal Property Classification Guide](#)

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Showing 1 - 3 out of

Total Acquisitions: 8,0

o dispose an asset, click **Enter a Disposal** (see top of display grid for section you want to add t

o edit a disposal, double-click it.

## Continue adding assets, disposing of historical assets, making corrections...

The data entered in the previous dialogue box now shows in the grid. The depreciation is calculated and summarized in the Total Acquisition box.

If you need to delete an entire line of data that you entered via a current dialogue box, click on the line to highlight it, then click "Delete a Row".

If you need to edit a line, double click on the line and the dialogue box will appear and you can edit your data.

If you have filed with the assessor in previous years, a list of those assets will be shown at the bottom of the screen. Use the Disposal area to remove or adjust prior declared assets. This list is not editable directly. Remove or adjust using the Disposal Dialogue boxes.

[Save & Finish Later](#)

### Account Information

Account Number	163962	Tax Year	2012
Subaccount Number	00000000	Business Name	USTC IT DIVISION
PIN	██████	Mailing Address	PO BOX 144575
		City/ST/Zip	SALT LAKE CITY, UT 84114
		Property Location	PO BOX 144575

### Schedule A

#### Acquisitions

1. To add a new asset, click **Add New Asset** (see top of display grid for section you want to add to).
2. To edit an asset, double-click it.
3. To delete an asset, select (highlight) the appropriate row, then click **Delete a Row**.
4. Supplies are entered on a subsequent screen, not in the acquisition section.

Add New Asset
Delete a Row

Class	Description	Year Acquired	Cost	Percent Good	Taxable Mkt Val...
001	FAX MACHINE, TELEPHONE SYSTEM →	2009	15,940	0.1	1,594
005	MODULAR OFFICE FURNITURE, DESKS, TABLES	2011	5,350	0.91	4,869
012	LAPTOP SUPER COMPUTER	2011	2,600	0.62	1,612
E05	15 STACKING CHAIRS	2011	375	0.91	341

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Showing 1 - 4 out of 4

**Total Acquisitions:** 8,416

#### Disposals

1. To dispose an asset, click **Enter a Disposal** (see top of display grid for section you want to add to).
2. To edit a disposal, double-click it.
3. To delete a disposal, select (highlight) the appropriate row, then click **Delete a Row**.

## CHECK THE LEASED PROPERTY INFORMATION BOX

If you lease personal property from a bank or other lending institution, check “Yes”. If not, check “No”.

If you checked “Yes”, you will be taken to a screen to enter your leased property information via dialogue boxes. We collect this information for research purposes. Lessees (you) are usually not responsible for reporting leased property to the assessor as taxable property, but under certain lease contracts you may need to. Please contact us if you need additional information. The data you enter in the leasing area is not added to your list of taxable property.

Click the “Submit Schedule A”. This does not submit the data to the assessor just yet, it moves you to a summary screen. You will still be able to return and edit the Schedule A later if needed.

**Add New Asset** **Delete a Row**

Class	Description	Year Acquired	Cost	Percent Good	Taxable Mkt Val...
001	FAX MACHINE, TELEPHONE SYSTEM	2009	15,940	0.1	1,594
005	MODULAR OFFICE FURNITURE, DESKS, TABLES	2011	5,350	0.91	4,869
012	LAPTOP SUPER COMPUTER	2011	2,600	0.62	1,612
E05	15 STACKING CHAIRS	2011	375	0.91	341

Page 1 of 1 Showing 1 - 4 out of 4

**Total Acquisitions:** **8,416**

### Disposals

1. To dispose an asset, click **Enter a Disposal** (see top of display grid for section you want to add to).
2. To edit a disposal, double-click it.
3. To delete a disposal, select (highlight) the appropriate row, then click **Delete a Row**.

**Enter a Disposal** **Delete a Row**

Class	Description	Year Acquired	Cost	Percent Good	Taxable Mkt Val...
No Disposal					

Page 1 of 1

**Total Disposals:** **0**

**Net:** **8,416**

### Submit Schedule A

When you are done adding acquisitions and/or disposals for this year, click the **Submit Schedule A** button below.

I lease business assets from a bank, leasing company, or other lending institution:  Yes  No

**Submit Schedule A**

# Final Data Screen

1. Enter the amount of supplies on hand as of January 1. Most taxpayers total their supplies for the prior year, divide by 12, and enter the average. Recalculate the tax due.
2. Make corrections to either the Schedule A or the Schedule B, if needed.
3. Save and finish later, if needed
4. Complete the survey about the amount of time it took to complete this filing.
5. Add comments if you need to explain any part of your filing, or provide additional information about your circumstances.
6. Preview final filing

**Business Personal Property Tax - Online Filing**

[Save & Finish Later](#)

**Account Information**

Account Number	188882	Tax Year	2012
Subaccount Number	00000000	Business Name	U 8TC IT DIVISION
POB	[REDACTED]	Mailing Address	PO BOX 144676
		City/ST/Zip	SALT LAKE CITY, UT 84114
		Property Location	PO BOX 144676

**Statement of Personal Property**

- Update **LINE 1** (Supplies) if it is not correct. Then click the **Recalculate Tax Due** button.
- If you want to update **LINE 3** (Schedule A), click the **Edit Schedule A** button below.
- Click the **Preview Filing** button if everything looks okay.

LINE 1	Enter the cost of supplies on hand as of January 1, or the average monthly expense.	200
LINE 2	Taxable value of personal property (from previous filings).	0
LINE 3	Net amount of acquisitions and/or disposals (Schedule A).	8,418
LINE 4	Total taxable value (Total of lines 1, 2, and 3).	8,618
LINE 5	Tax rate	0.0155190
<small>Note: If you made any changes to <b>LINE 1</b> and/or <b>LINE 4</b> above, be sure to click <b>Recalculate Tax Due</b> on the right.</small>		
LINE 6	Total current year personal property Tax Due (Line 4 X Line 5)	\$133.71
LINE 7	Net amount due from prior years (credit or debit)	\$0.00
LINE 8	Total due (Total of line 6 and 7)	\$133.71

**READY TO FILE**

**Contact Information**

First Name	Last Name
DENNIS	OPP
Phone	Email
8012972779	DOPP@UTAH.GOV

**Comments**  
Enter any comments, notes, or special instructions you have that you would like attached with this filing (200 char max).

[Preview Filing](#)

**MAKE CHANGES**

[Edit Schedule A](#)    [Edit Schedule B](#)

How long did this take you to file for this account only?

Less than 1 hour  
 1 to 3 hours  
 More than 3 hours

Please click this button to save your answer:

[Submit Filing Time](#)

## Preview Final Filing

Shown to the right is your preview of your final filing, including all tax calculations. Please review this carefully.

If you still need to make adjustments to your Schedule A or B, you can still go back and make those changes by clicking the “No – Make Changes” box. You will be taken back to the schedules to make your adjustments.

If you failed to print a copy in the previous step, you have the opportunity to do so from this screen also.

Once you are satisfied that your filing is complete, click the “Yes – Submit Filing” box. This submits the filing to the Assessor and cannot be undone. You will also be locked out of further changes to your online filing. If you find that you made errors, please call 385-468-7999. Assessor’s staff can still make additional adjustments for you.

### Business Personal Property Tax - Online Filing

**Account Information**

Account Number	183882	Tax Year	2012
Subaccount Number	00000000	Business Name	U8TC IT DIVISION
PIN	[REDACTED]	Mailing Address	PO BOX 144675
		City/ST/Zip	BALT LAKE CITY, UT 84114
		Property Location	PO BOX 144675

[Save & Finish Later](#)

**Filing Summary**

LINE 1	Supplies	200
LINE 2	Property Total	0
LINE 3	Net from Schedule A	8,418
LINE 4	Taxable Value	8,618
LINE 5	Applied For Exemption	NO
LINE 6	Tax Rate	0.0155190000
LINE 6	Tax Due	<b>\$133.71</b>
LINE 7	Net amount due from prior years (credit or debit)	<b>\$0.00</b>
LINE 8	Total due (Total of line 6 and 7)	<b>\$133.71</b>

**Schedule A - Current Acquisitions**

Class	Description	Year Acquired	Purchase Price	Taxable Value
001	FAX MACHINE, TELEPHONE SYSTEM	2009	15,940	1,594
005	MODULAR OFFICE FURNITURE, DESKS, TABLES	2011	5,350	4,859
012	LAPTOP SUPER COMPUTER	2011	2,800	1,812
805	15 STACKING CHAIRS	2011	375	341
			<b>24,285</b>	<b>8,418</b>

**Schedule A - Current Disposals**

Class	Description	Year Acquired	Purchase Price	Taxable Value
No Items.				

**Schedule B**

Lessor Name	Address	City	ST	Zip	Property Description	Lease Number	Lease Date	Lease Term	Property Value	Annual Lease Payments
No Items.										

[Printer-Friendly \(PDF\)](#)

Or press **CTRL-P** (Command-P for Mac) to print a preliminary hard copy for your filing.

**READY TO FILE**

Yes - Submit Filing
No - Make Changes

Note: You will be presented with payment options after you submit.

## Assessment Summary and Payment Options

Still forgot to print for your records?  
You can do so from this screen also.

The upper portion of the screen shows your summary value, tax calculations, and delinquent amounts or credits from prior years, if any.

Please select a payment option. You may pay online via credit, debit, or electronic funds transfer from a checking or savings account. Please note that there are fees for this service payable to the processing company, Official Payments Corporation. If you wish to mail a check, select the "Pay By Mail" box. A .pdf payment coupon will be generated for you to print. Cut off the coupon at the bottom and mail in your check with the coupon.

**Business Personal Property Tax - Online Filing**

[Print finalized filing for your record Printer-Friendly \(PDF\)](#)

**Thank you, your filing has been successfully submitted.**

Your confirmation number is:	<b>43467</b>
Submitted on:	<b>11/29/2012 9:19:47 AM</b>
Business Name:	<b>USTC IT DIVISION</b>
Property Location:	<b>PO BOX 144575</b>
Account Number:	<b>163962</b>
SubAccount Number:	<b>00000000</b>
Tax Year:	<b>2012</b>
Taxable Value:	<b>\$8,616</b>
Current Year Tax Due:	<b>\$133.71</b>
Prior Years' Due (Credit or Debit):	<b>\$0.00</b>
Grand Total Due (Current Year + Prior Years):	<b>\$133.71</b>

**Payment Options**

- OR -

Credit Card  E-Check

You will be transferred to Official Payments Corporation (OPC), where your online payment will be processed. OPC is a non-Salt Lake County website.

The Salt Lake County Assessor has an agreement with OPC to provide its customers with automated credit card and e-check payment services. OPC will charge you a convenience fee for this service, which you will be notified of before you complete your payment:

**2.5% for Credit Cards, \$3.00 flat fee for e-Checks up to \$10,000 or \$15.00 flat fee for e-Checks over \$10,000**

The Salt Lake County Assessor **does not** receive any portion of the convenience fee.

**Click Only Once:** It will take a few moments to process your request and display your Payment Invoice.

**Note:** This option generates a PDF file that you print and mail in with your payment. Your computer must be able to read PDF files to successfully complete this option.

# CONGRATULATIONS

## You have completed the filing process

If you have comments or suggestions you would like to give us about this process, please drop a note to:

[pp@slco.org](mailto:pp@slco.org)