

**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:  
<http://propertytax.utah.gov/personal-property/valuation-guide/classification-guide>

**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**

Property Class		SCHEDULE A <b>SAMPLE</b>	Year Acquired	Original Cost	% Good Rate	Taxable Value
5	Furniture		2017	7,300	0.90	6,570
3	Cash Registers		2017	15,900	0.84	13,356
3	Alarm System		2017	7,690	0.84	6,460
<b>1. Total Taxable Value – Acquisitions</b>						<b>26,386</b>

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

Property Class	Item Description	Year Acquired	Original Cost	% Good Rate	Taxable Value
5	Furniture	2012	3,460	0.44	1,522
3	Alarm System	2009	10,200	0.18	1,836
<b>2. Total Taxable Value – Disposals</b>					<b>3,358</b>
Net of Acquisitions and Disposals					<b>23,028</b>

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 years' 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 A. True leases are reported 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/>

# 2018 Personal Property Classification Guide

**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) total cost of both computer and machine depreciated as a unit, including software and, 5) 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 functional obsolescence due to style and design changes. Furniture, bars, sinks, beauty/barber shop fixtures, cabinets, shelves, counters, displays, racks, theater seating, partitions, motel/hotel beds and furniture, mechanical signs, tanning booths, water slides.

**Class 007 Medical & Dental Equipment:** Equipment with medical and dental application or used in medical and dental facilities. Medical and dental equipment is subject to obsolescence due to technological developments experienced by the health services industry. Medical/dental instruments, exam furniture, x-ray machines, microscopes, sterilizers, optical equipment. See Class 2 for exceptions to this class.

**Class 008 Machinery & Equipment:** Machinery and equipment used in production or processing industries having an economic life of 11 years or more but subject to functional and economic obsolescence as technologically advanced and more efficient machinery becomes available. Manufacturing and processing machinery, amusement rides, auto service & repair equipment, bakery equipment, CATV connection/distribution, CATV head ends, laundry and dry cleaning equipment, food prep equipment, machine shop equipment, overhead cranes, forklifts, meat packing equipment, bottling equipment, cannery equipment, ski lift machinery, wood milling equipment, golf carts.

**Class 012 Computer Hardware:** Computers and peripherals subject to rapid functional and economic obsolescence. Mainframe computers, personal computers, laptops, tablets, copy machines, LAN systems, data processing equipment, data processing peripherals, printers, VOIP telephone systems and equipment, peripherals such as printers, scanners, external drives.

**Class 013 Heavy Equipment:** Mobile machinery used in the construction, forestry and quarry industries, and as equipment used in the processing of construction materials; e.g., cement and asphalt. Construction equipment, compaction equipment, graders, batch plants, log skidders, mining equipment, portable conveyors, scrapers, cranes, backhoes, loaders, generators, pavers, sweepers, snow cats.

**Class 015 Semi-conductor Manufacturing Equipment:** Used **exclusively** in the production of semi-conductor products. Clean room equipment, crystal growing equipment, deionized water systems, photo mask and wafer manufacturing equipment, semi-conductor chemical and gas systems, semi-conductor test equipment.

**Class 016 Long Life Property:** Property having a long physical life, subject to little obsolescence: Buried cable, billboards, pipelines, grain elevators, radio towers, bulk storage tanks, sign towers, ski lift and tram towers, truck scales.

**Class 020 Petroleum & Natural Gas Exploration and Production Equipment:** Used in the petroleum and gas exploration and production industry, subject to functional and economic obsolescence. Oil and gas exploration equipment, distillation equipment, wellhead assemblies, drill rigs, re-injection equipment, metering devices, fractionation and catalytic cracking equipment, well site electrical equipment, sheds, scrubbers, pumping units, radio telemetry units, separator-dehydrators

**Class 021 Commercial and Utility Trailers:** Non-registered utility trailers of all types. **Do not report licensed trailers.**

**Class 025 Aircraft Parts Manufacturing Tools and Dies:** Applies to equipment and fixtures used to manufacture aircraft parts and components. Jigs, dies, molds, patterns, tap and gauges, test equipment, manufacturing fixtures.

**Class 28 Non-capitalized personal property:** An item of personal property with an acquisition cost of \$1,000.00 or less and expensed in the year of acquisition for IRS purposes. This class is an irrevocable election. Values in this class cannot be disposed of in future years and may not be appealed. The residual year for this class has a "0" percent good, which exempts the property at that point from further taxation.

**The acquisition cost of an item must include all costs required to put an item into service. The following costs are to be included: freight and shipping costs, installation, engineering, rigging, erection, or assembly, to include foundations, pilings, utility connections, excise and sales taxes. Indirect costs such as training, debugging, licensing fees, permits, and insurance are not included in the cost.**

## 2018 Personal Property Percent Good Schedules

Year > Class	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999 and Prior
001	70	41	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
002	89	80	69	58	47	37	24	12	12	12	12	12	12	12	12	12	12	12	12
003	84	68	51	35	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18
005	90	82	72	62	53	44	33	22	12	12	12	12	12	12	12	12	12	12	12
007	92	85	77	69	62	55	46	37	29	21	11	11	11	11	11	11	11	11	11
008	92	85	77	69	62	55	46	37	29	21	11	11	11	11	11	11	11	11	11
012	62	46	21	9	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
013	48	45	42	40	37	34	32	29	26	23	21	18	15	13	13	13	13	13	13
015	47	34	24	15	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
016	95	92	87	83	80	77	71	67	64	62	59	55	50	44	37	30	23	15	8
020	93	85	80	73	66	60	54	46	40	33	26	19	10	10	10	10	10	10	10
021	86	82	78	74	70	66	62	58	54	51	47	41	36	30	25	17	17	17	17
025	84	69	52	36	19	4	4	4	4	4	4	4	4	4	4	4	4	4	4
028	75	50	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Leasehold Improvements are not reported on this form unless installed in a tax exempt location by a for-profit entity. Contact the personal property division for more information and schedules. Rental Video tapes, cd's, dvd's: \$15 new, \$3 each thereafter.