

Dear Business Owner:

**PLEASE READ THIS LETTER IN ITS ENTIRETY: FAILURE TO COMPLY WITH INSTRUCTIONS MAY RESULT IN A HEAVY PENALTY.
DO NOT IGNORE THIS LETTER.**

--SECTION A--

Line 1 asks for the one month cost of supplies. This amount can be determined by taking the one year total cost of supplies and dividing it by 12. Supplies on hand include all office supplies, replacement parts, maintenance supplies, lubricating oils, fuel and consumable items not held for sale in the ordinary course of business. **Inventory items are not included.** If supplies were reported to us last year, the amount reported is shown on schedule A. (This amount is **NOT** totaled in with equipment) this amount can be changed according to the changing costs of supplies. Just line through the printed amount and write in the current amount.

If you have previously filed, the amount that needs to be listed on **Line 2** is printed on the last page of your statement.

If you have a new business or have not previously filed, you will need to list all of your equipment, the year it was purchased and the purchase price when new, on Schedule B, **OR** include a separate spread sheet with this information. Multiply the acquisition cost by the percent good factor from the attached tables. This is the taxable value. After all of the items have been listed and depreciated, total the taxable amounts to get the Grand Total. This total should then be placed on **Line 2** on the first page of the Signed Statement.

If you acquired new or disposed of old property during 2017, you must complete **Schedule B**, listing those changes and placing that total on **Line 3**. If you have not acquired or disposed of any property during 2017, this line can be left blank. **Your additions and deletions must tie to last year's rendition! ***While you may send your spread sheet, you must show deletion/addition detail***.**

Line 4 is your total taxable value (add lines 1, 2 & 3). **If the total on Line 4 is \$10,500 or less, STOP, do not calculate the tax at this time, go to the Exemption Application below (Section B). If the total on Line 4 is \$10,501 or greater, continue on to Line 5. DO NOT DEDUCT \$10,500.**

Line 5 is the tax rate for the taxing district for the physical (situs) address of your business. If your business has moved during the year, please call us for the correct tax rate for the new location.

Line 6 is the total tax dollar amount due. Multiply Line 4 by the tax rate on Line 5, add the total age based fees on Line 6 (if any).

Please return the signed and dated statement and accompanying forms with your check for the amount due and your 2018 Personal Property Statement is complete. Make a copy showing amount paid, as no receipt will be issued. Or file online using your account number and pin number shown on your Signed Statement of Personal Property. <https://ppaffidavits.tooeleco.org/>

---SECTION B INSTRUCTIONS ON BACK---

**--SECTION B --
EXEMPTION APPLICATION**

Due to legislative changes, a business with a taxable value **LESS** than \$10,500 may be exempt from Personal Property Tax in 2018. The taxpayer must apply for the exemption; the exemption is not automatically granted.

*****NOTE: IF SECTION'S A & B BOTH ARE NOT SIGNED, YOU WILL NOT BE ELIGIBLE FOR EXEMPTION AND PENALTIES MAY INCURE.**

*****IF FORMS ARE NOT RETURNED BY DUE DATE, NO EXEMPTION WILL BE ALLOWED!**

The enclosed forms **MUST** be completed and returned to our office or filed and submitted on line by May 15 2018, in order to qualify for the exemption. The Personal Property Statement is subject to review and audit. If you do not qualify for this exemption, we will notify you and payment will be due.

**PLEASE NOTE: PERSONAL PROPERTY TAXES ARE DUE MAY 15, 2018.
INTEREST WILL BE CHARGED AT 6% PER ANUM ABOVE THE CURRENT
FEDERAL DISCOUNT RATE ON ALL PAST DUE ACCOUNTS AFTER THAT DATE.
THE MINIMUM INTEREST RATE IS 7% AND THE MAXIMUM IS 10%.**

Pertinent Code Citations for Personal Property Assessment:

PENALTY: 59-2-307. Refusal by taxpayer to file signed statement -- Penalty -- Assessor to estimate value -- Reporting information to other counties.

(1) (a) Each person who fails to file the signed statement required by Section [59-2-306](#), fails to file the signed statement with respect to name and place of residence, or fails to appear and testify when requested by the assessor, shall pay a penalty equal to 10% of the estimated tax due, but not less than \$25 for each failure to file a signed and completed statement.

APPEAL: 59-2-1005 (2) Any taxpayer dissatisfied with the taxable value may appeal by filing an application no later than 60 days after the mailing of this notice. Appeal forms may be obtained from the Tooele County Auditor's Office, 47 South Main, Room 318, Tooele, Utah 84074.

We have trained staff available to assist anyone who needs help completing the Signed Statement of Personal Property. Telephone inquiries are welcome at (435) 843-3105 or 3103.

File online at: <https://ppaffidavits.tooeleco.org/>