

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.**

Enclosed is your **2008 Signed Statement of Personal Property.**

--SECTION A--

Line 1 asks for Equipment and Supplies. The cost of supplies 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 you have previously filed, the amount that needs to be listed on **Line 1** is printed on the last **YELLOW** page of your statement. If you are a lease company, this would be your total Taxable Value.

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 the back of the **YELLOW** paper **OR** include a separate spread sheet with this information. Multiply the acquisition cost by the percent good factor from the attached tables (**PINK** paper). 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 front of the **YELLOW** paper.

If you acquired new or disposed of old property during 2007, you must complete **Schedule B** (the **BLUE** paper), listing those changes and placing the total of acquisitions on **Line 2**, and the total of deletions on **Line 3**. If you have not acquired or disposed of any property during 2007, **Line 3** can be left blank. Your additions and deletions must tie to last year's rendition! While you may send your own spread sheet, you must show deletion/addition detail.

Line 4 is your total taxable value (total lines 1, 2, & 3). **If the total on Line 4 is \$3,570 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 \$3,571 or greater, continue on to Line 5. DO NOT DEDUCT \$3,570.**

Line 5 is the tax rate for the taxing district for the 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 asking for the Age Based Fee total. If your business has an off-highway vehicle that is NOT registered with Motor Vehicles, it needs to be listed on Schedule A with its appropriate Age Based fee.

Line 7 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 **2008 Personal Property Statement** is complete. Make a copy showing amount paid, as no receipt will be issued.

---SECTION B INSTRUCTIONS ON BACK---

--SECTION B--
EXEMPTION APPLICATION

Legislation that was passed in 2007 states that a business with a taxable value **LESS THAN \$3,570** may be exempt from Personal Property Tax. You **MUST** sign this section in order to apply for this exemption. Also, all the enclosed forms **MUST** be **COMPLETED AND RETURNED** to our office by the February 15th due date in order to qualify for this 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 30 days from this notification.**

If these forms are not returned in a timely manner, no exemption will be allowed.

PLEASE NOTE: PERSONAL PROPERTY TAXES ARE DUE FEBRUARY 15TH, 2008. INTEREST WILL BE CHARGED AT 6% PER ANUM ABOVE THE CURRENT FEDERAL DISCOUNT RATE ON ALL PAST DUE ACCOUNTS AFTER THAT DATE.

Pertinent Code Citations for Personal Property Assessment:

PENALTY: 59-2-307 “Any person who willfully refuses: (a) to make the statement required by section 59-2-307, (b) 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 \$100 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 30 days after the mailing of this notice. Appeal forms may be obtained from the Duchesne County Auditor’s Office, 734 North Center Street, Duchesne, Utah 84021.

We have trained staff available to assist anyone who needs help completing the Signed Statement of Personal Property. Telephone inquires are welcome at (435)738-1110.