

Tax Year: **2014**

Owner Name: _____

Address: _____

Assessment Code: _____

County: _____



Tax Year 2014 Business Personal Property Reporting Form

This is your form for reporting all business/farm equipment, machinery, livestock and other personal property.

In order to ensure fair and equitable taxation, we need to periodically have you complete and submit a personal property reporting form. We appreciate your cooperation.

Submit the completed and signed form to your local Department of Revenue office on or before March 1, 2014. The department will impose a penalty equal to 20% of the assessed value of the class 8 property if reporting forms are late or not returned. If you have any questions, please call your local DOR office.

Please remember these details when filling out the reporting form:

- If you have reported equipment in the past, your equipment data will be pre-populated into the appropriate equipment tables on the following pages.
- **You may provide an asset listing in addition to a completed reporting form. However, an asset listing is not a substitute for the completed form.**
- If you have **not** reported equipment in the past, all of the equipment tables on the following pages will be blank.
- Depending upon the type of equipment you own, you may need to complete more than one of the tables.
- Complete all equipment tables that apply.

Livestock Owners

- Livestock owners are required to report their livestock annually. If you own both livestock and personal property, use this form. There is no property tax on livestock, but they are still subject to the per capita fees that the Board of Livestock prescribes annually and assesses against all livestock, including cattle, sheep, swine, goats, horses, mules, asses, llamas, alpacas, bison, ostriches, rheas, emus and domestic ungulates. If you owned livestock last year but no longer do, you are required to report this information. If you do not report, you will receive a per capita fee bill based on the number of livestock reported last year in 2013.

New Business Owners

- All new businesses and first time reporters must fill out this form in its entirety and provide all requested information.
- If you operate at more than one location and have not reported in the past, complete a separate form for each location.

Existing Business Owners

Businesses that have previously reported personal property will receive an itemized listing of machinery, equipment and other personal property, as reported the previous year.

- You only need to make the necessary additions, deletions and corrections to the pre-populated information for the current reporting period.
- **Even if there are no changes, your signed reporting form must be submitted to your local Department of Revenue office** to ensure that we do not create an estimated assessment and assess a penalty.
- If you operate at more than one location and have reported in the past, data for all locations with a common assessment code will display on a single form.

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Business Closed or Sold

- Please complete the information on the signature page regarding the closure or sale of the business.
- **Even if you no longer own the business, your signed reporting form must be submitted to your local Department of Revenue office** to ensure that we do not create an estimated assessment and assess a penalty.

Class 8 personal property includes agricultural implements and equipment, mining and manufacturing machinery, furniture, fixtures and all other business equipment.

- If a taxpayer's statewide aggregate market value of class 8 property is \$100,000 or less, then all of that property is exempt from taxation.
- In order for the Department of Revenue to determine if your taxable class 8 property qualifies for this exemption, you must submit this reporting form listing all of your equipment.
- If you qualify for this exemption, you will not receive an assessment notice, tax bill, or any other formal notification.
- **If you qualify for this exemption and acquire new personal property or expand your business in subsequent years, you are required to report the changes to your local Department of Revenue Office by telephone or in writing.**
- The first \$100,000 in the statewide aggregate market value of an individual or business entity's class eight business equipment is exempt from taxation. The next \$6 million of aggregate taxable market value is taxed at 1.5 percent. Any portion of aggregate taxable market value greater than \$6,100,000 is taxed at 3 percent.
- Department personnel may visit the business, agricultural operation or field site to ensure accurate reporting and to answer any questions regarding the valuation and taxation process.

General Instructions

- **Livestock owners** are required to report on this form the number of livestock owned as of February 1, 2014.
- **All business equipment**, even if fully depreciated on your federal income tax records, must be reported. The acquired/installed cost and acquired year reported on this form should agree with the acquired cost and year reported on your federal income tax return.
- **When providing a business name**, use the legal name as it appears on the organizational documents if the business is an entity, or the first and last names and middle initial if the business is an individual's sole proprietorship.
- **Provide the property owner's business Federal Employer Identification Number (FEIN) or the owner's Social Security Number (SSN).** If fifty percent of your business is owned by a parent company, you must also provide the business name and FEIN number of the parent company. Social Security and Federal Employer Identification numbers are held strictly confidential by the Montana Department of Revenue.
- **Sign and date** the affidavit.
- **The form must be signed by** (a) livestock owner, (b) the individual, if the business is an individual, (c) the president, vice president, or other principal officer, if the business is a corporation, (d) a responsible and authorized member or other officer having knowledge of its affairs, if the business is a partnership or other unincorporated entity or organization, or (e) the fiduciary, if the business is a trust or an estate. Foreign entities may have any authorized individual (for example, division manager) sign the form.
- **Submit the completed and signed form to your local Department of Revenue office at the return address listed in the header at the top of every page of this form on or before March 1, 2014.**
- This return is subject to audit by the State of Montana, Department of Revenue.

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Tax Year 2014 Personal Property Reporting Form

Please submit your completed and signed form on or before March 1, 2014.

Contact Information

Contact /Preparer Name _____ Email _____

Phone Number _____ Cell _____ Fax _____

Property Information – If business name, type of business or business location are blank, please provide this information.

Property ID _____ Assessment Code _____ Levy District _____

Business Name _____ Type of Business _____

Related Party ID _____ Key Code _____

Business Location (if applicable) _____

If any of the following statements apply, please provide the requested information.

- Business Closed (Date) _____
- Business/Farm/Ranch was Sold (To Whom) _____
- Business/Farm Equipment Moved (New Location) _____
- Additions/Deletions of Buildings or Mobile Homes (Explain) _____
- Livestock moved (New Location) _____
- Changes in Land Use (Explain) _____
- Mailing address change _____

Affidavit and Signature – this page must be completed and submitted with the reporting form.

I swear, under penalty of false swearing, that I have examined this reporting form (including the accompanying tables and instructions) and, to the best of my knowledge and belief, it is true, correct and complete.

Authorized Signature _____	Date _____
Property Owner's Business FEIN _____ or Property Owner's SSN _____	
Parent Company Name (if applicable) _____ Parent Company FEIN (if applicable) _____	
<i>If 50% of your business is owned by a parent company, you must also provide the business name and FEIN of the parent company.</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No May the department discuss this form with your preparer?	

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Livestock

I own livestock but have not received a livestock reporting form.

Supplies

Value \$ _____ Report the total value of supplies on hand as of January 1, 2014.

Supplies are consumable materials used to conduct business but not intended for sale or lease. Examples include, but are not limited to, office supplies (paper, toner cartridges, etc.), restaurant and bar supplies (napkins, disposable dishes, etc.), cleaning supplies, shop supplies, doctor/dentist supplies, motel/hotel supplies (paper products, personal soaps, etc.), and beauty and barbershop supplies (dyes, caps, etc.).

Professional Libraries

Number of items _____ Report the number of items in your professional library as of January 1, 2014.

Professional Libraries include law, medical, account and parts books or instructional videos.

Furniture, Fixtures and Miscellaneous Equipment Instructions

- **All** personal property owned by a business needs to be reported.
- Report each item or group of common items.
- Report small items, such as handheld tools, as a lump sum per year acquired. If this can't be determined, you may provide a number that reflects the average number of tools you usually acquire in a year.
- If you are unsure of the year acquired, provide your best estimate.
- *Detailed reporting assists us in applying the maximum appropriate depreciation.*
- Attached is a list of the personal property items on file for the identified business and owner (if previously reported).
- If you operate at more than one location and have reported in the past, data for all locations with a common assessment code is displayed on this form.
- If you operate at more than one location and have not reported in the past, complete a separate form for each location.
- You may provide an asset listing in addition to a completed reporting form. However, an asset listing is not a substitute for the form.
- All business equipment, *even if fully depreciated on your federal income tax records*, must be reported. The acquired/installed cost and acquired year reported on this form should agree with the acquired cost and year reported on your federal income tax return.
- Report the cost of intangible software separately.

Use the Furniture, Fixtures and Miscellaneous Equipment table to report the following types of equipment.

- Computer Systems / Computerized Equipment / Video Gambling / Video Game Machines / Intangible Software / ATMs not built-in
- Accounting, Addressing Machines / Calculators / Cash Registers / Electronic, Fax, Office, Photocopy, Postage, Time Recording, Transcribing and Vending Machines / Jukeboxes / Typewriters / One Hour Photo Processors
- Intercom Equipment / Microphones and Sound Equipment / Telephone Systems, including PBX type systems
- Specialized Medical and Dental Equipment, including hand tools, drills, etc., but not medical chairs and tables
- Apartment, Rental, Hotel, Motel Furniture, including hotel-motel linens / Nursing Home Furniture, including equipment and fixtures
- Barber, Beauty Shop Equipment, except beauty and barber chairs / Cameras, including digital and computerized / Carpet Shampoo Equipment / Ceramic Molds / Coin Operated Washer and Dryers / Electronic Testing Equipment / Janitorial Equipment / Tanning, Toning beds, booths and tables / Video Equipment and Tapes other than leased and rental property / Specialized Equipment
- Bar, Restaurant Equipment, including dishes and silverware

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- Billboards / Car Wash Equipment / Chairs, including medical and dental / Desks / File Cabinets / Garbage Containers / Gas Pumps / Mortuary Equipment / Photo Developing Equipment / Pictures / Porta-potties / Safes / Security Alarm Systems / Shelving / Stereo Equipment / Survey Equipment / Tables, including medical and dental / Theater Furniture and Equipment / Miscellaneous Furniture and Fixtures
- Tools, handheld / Tools, non-handheld (compressors, jacks, welders, etc.) used for repair or maintenance, including, but not limited to, automobile repair, jewelry and office machine repair and tools used by carpenters, electricians, plumbers, contractors, etc.
- Citizen Band Radios / Mobile, Cellular Telephones
- Cable TV Miles of Coaxial Cable / Cable Service Drops / Towers / Dishes / All other Cable TV Equipment
- Theater Projectors and Sound Equipment / Radio, Television Broadcasting Equipment
- Ski Lift Equipment, including, but not limited to, aerial lifts, surface lifts, portable lifts and tows, towers, cables, ropes, sheave assemblies, conveying devices, power units and accessories

Furniture, Fixtures and Miscellaneous Equipment

Write in the physical address of the equipment in the table header.

Mark an X in the Delete column and draw a line through the description of items you no longer own.

Mark an X in the Add column and enter the information for items you have acquired.

Mark an X in the Personal Use Only column if the item is used for your personal domestic use only.

Enter quantity as of January 1, 2014.

Physical Address:									
For dept use only	For dept use only - Tbl/Sb	Add	Delete	Quantity		Personal Use Only	Description	Acquired	
				Curr	Prev			Year	Cost

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Lease, Rental Equipment Instructions

- Use the Lease, Rental Equipment table to report equipment that your business leases or rents to others on an hourly, daily, weekly, semi-monthly or monthly basis.
- Include a description of each item or group of items; refer to the Furniture, Fixtures and Miscellaneous Equipment Instructions for details.

Mark an X in the **Meets lease/rental criteria** column if the equipment meets **all** of the following criteria.

- Lease and rental property is owned by a commercial establishment whose primary business is the leasing and renting of property on an hourly, daily, weekly, semi-monthly or monthly basis.
- No one customer accounts for more than 10% of the total rental during a calendar year.
- The acquired cost of each rental item is less than \$15,000.

Lease, Rental Equipment

Write in the physical address of the equipment in the table header.

Mark an X in the Delete column and draw a line through the description of items you no longer own.

Mark an X in the Add column and enter the information for items you have acquired.

Mark an X in the Personal Use Only column if the item is used for your personal domestic use only.

Enter quantity as of January 1, 2014.

Physical Address:												
For dept use only	For dept use only – Tbl/ Sb	Add	Delete	Meets lease / rental criteria	Quantity		Personal Use Only	Description	Acquired			
					Curr	Prev			Year	Cost Each	Total Cost	

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Heavy Equipment Instructions

- Provide a description of each item, including options, e.g., 4-wheel drive, power steering, EROPs, etc.
- Report attachments, e.g., bucket, blade, etc. Use separate lines if you need more room.
- Complete each column that applies.
- Specify the size, number of rows, length, width, etc.
- The year new indicates the year manufactured. If you're unsure, please provide your best estimate.

Use the Heavy Equipment table to report the following types of equipment.

- Air Equipment / Asphalt Finisher / Crushing Equipment / Ditcher / Loader / Wheel Tractor / Crawler Loader / Crawler Tractor / Motor Scraper / Grader / Tractor Loader-Backhoe / Skid Steer Loader / Crane (mechanical excavator) / Crane (truck) / Crane (tower) / Crane (hydraulic) / Excavator (hydraulic) / Excavator (wheel) / Bucket / Pile Driving Equipment / Belt Loader / Concrete Equipment / Sweeper and Broom / Generator / Road Maintenance Equipment / Personnel and Maintenance Lifts / Off-Highway Hauling Units / Truck (Rear Dump) / Truck (Chassis Cab) / Trailer (Allied Attachment) / Haul Units (indicate rear or bottom dump) / Haul Units (coal hauler) / Prime Movers / Trailer (indicate end, bottom or side dump) / Trailer (coal hauler) / Trailer (water) / Trailer (equipment) / Tires / Lift Truck / Tamper / Screen Plant / Fork Lift / Pallet Truck / Backhoe / Dozer / Hoist / Drills / Attachments / Welder / Batch Plant / Dewaterer / Boiler / Fertilizer Spreader / Fertilizer Tender / Nurse Tank / Paver / Roller / Light Plant / Dragline – Electric Shovel / Blade / Snow Blade / Grapple / Ripper – Scarifier / Locomotive / Trackmobile / Log Stacker / Log Loader / Crane / Straddle Carrier / Personnel Carrier / Skidder / Auger / Fertilizer Applicator / Fertilizer Sprayer / Scale / Silo / Tank / Wash Plant / Bandwagon / Miscellaneous Heavy Equipment

Heavy Equipment

Write in the physical address of the equipment in the table header.

Mark an X in the Delete column and draw a line through the description of items you no longer own.

Mark an X in the Add column and enter the information for items you have acquired.

Mark an X in the SM column if you have purchased a Special Mobile permit for the current year.

Mark an X in the Personal Use Only column if the item is used for your personal domestic use only.

Enter quantity as of January 1, 2014.

Physical Address:													
For dept use only	For dept use only – Tbl/ Sb	Add	Delete	Description/Options	Year New	Make	Model or Size	Company ID #	Serial #	SM	Personal Use Only	Acquired	
												Year	Cost

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Manufacturing and Mining Equipment Instructions

- If you operate a business such as a bakery, newspaper, sawmill or meat packing plant that alters or assembles raw materials or goods into a marketable product, you should report your machinery that is used for manufacturing, processing, packaging, printing, etc. on this table.
- **Include a description of each item and complete each column.**
- If you are unsure of the year installed, please provide your best estimate.

Manufacturing and Mining Equipment

Write in the physical address of the equipment in the table header.

Mark an X in the Delete column and draw a line through the description of items you no longer own.

Mark an X in the Add column and enter the information for items you have acquired.

Enter quantity as of January 1, 2014.

Physical Address:								
For dept use only	For dept use only - Tbl/ Sb	Add	Delete	Quantity		Description	Year Installed	Installed Cost
				Curr	Prev			

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Leased Equipment and Livestock Owned by and Taxable to Others Instructions

- Use this page to report property in your possession that is owned by and taxable to someone else, such as a leased copy machine.
- Report livestock owned by someone else that was in your possession as of February 1, 2014.

Equipment and Livestock Owned by and Taxable to Others

Mark an X in the Delete column and draw a line through items that no longer apply.

For dept use only	Delete	Owner Name and Address	Equipment/ Livestock Type	Livestock Qty	Equipment					
					Year New	Price New	Make	Model	Lease MM/ YYYY	Lease Length

Use this section to report new information. This page may be copied as needed.

Leased Equipment Owned by Others and Taxable to Them

Name _____

Mailing Address and/or Phone Number _____

Type of Equipment _____

Year New _____ Selling Price New _____

Make _____ Model _____

Date of Lease _____ Length of Lease _____

Taxable to: Lessee _____ Lessor _____

Livestock Owned by Others

Name _____

Mailing Address and/or Phone Number _____

Type of Livestock _____ Number _____

Type of Livestock _____ Number _____

Name _____

Mailing Address and/or Phone Number _____

Type of Livestock _____ Number _____

Type of Livestock _____ Number _____