

**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 **2020 Signed Statement of Personal Property and Schedule A (YELLOW paper)**.

Also enclosed are:

USTC 2019 Personal Property Percent Good Valuation Schedule & Personal Property Classification Guide (**PINK** paper).  
Schedule B – Personal Property Acquired and Disposed of in 2019 (**BLUE** paper).

**We will also be receiving Signed Statements by e-mail: [bshiner@duchesne.utah.gov](mailto:bshiner@duchesne.utah.gov)**

**IF WE DO NOT RECEIVE YOUR SIGNED STATEMENT (EVEN IF EXEMPT) YOU WILL BE PENALIZED!**

**Signed statements will not be accepted without an itemized list of your equipment.**

**--SECTION A--**

**Line 1** asks for Equipment and Supplies. 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. This amount can be changed according to the changing costs of supplies. Just line through the printed amount and write in the current amount. 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. Supplies need to be adjusted each year.**

**Line 2: For businesses that have previously filed:** If you acquired new property during 2019, you must complete Schedule B (**BLUE** paper), listing the acquisitions and placing that total on Line 2. If you have not acquired any property during 2019, this line can be left blank. Your additions must tie to last year's rendition! While you may send your own spread sheet, you must show addition detail.

**If this is for a new business or for a business that has not previously filed,** you will need to list all of your equipment, the year it was acquired and the price **when purchased**, on the back of the **YELLOW** paper **OR** include a separate spreadsheet with this information. Next, using the **PINK** paper, determine the correct **Property Code** and **Percent Good** for the item. Then, multiply the acquisition **Cost** of the item by the **Percent Good**. This is the **Taxable Value** of the item. After the **Taxable Value** for all of the items have been determined, total this column to get the Grand Total. This total should then be placed on **Line 2** on the front of the **YELLOW** paper.

**Line 3: For businesses that have previously filed:** If you disposed of old property during 2019, you must complete Schedule B (**BLUE** paper), listing those changes and placing that total on Line 3. If you have not acquired or disposed of any property during 2019, this line can be left blank. Your deletions must tie to last year's rendition! While you may send your own spread sheet, you must show deletion detail.

**Line 4** is your total taxable value (total lines 1 & 2 minus 3). **If the total on Line 4 is \$15,000 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 \$15,001 or greater, continue on to Line 5. DO NOT DEDUCT \$15,000.**

**A statement returned with zero's entered in lines 1, 2, & 4 with no explanation as to why, will be estimated by the Assessor's office and NO exemption will be allowed. You must itemize all personal property to be eligible for the exemption. Statements not returned at all, will receive a penalty equal to 10% of the estimated tax due but not less than \$25.00. Your business statement may be audited.**

**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 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. (Contact us for the correct fees)

**Line 7** is the total tax dollar amount due. Multiply **Line 4** by the tax rate on **Line 5**, add the total age based fee if any.

Sign your Confidential Annual Personal Property Tax Statement. **Unsigned statements** will be returned and may be subject to additional interest and penalties if delayed. Make a copy as no receipt will be issued.

**SECTION B INSTRUCTIONS AND MORE INFORMATION ON BACK**

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

Legislation that was passed in 2019 states that a business with a taxable value **LESS THAN \$15,000** 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 May 15<sup>th</sup> 2020 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 the notification.**

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

**Return forms and make checks payable to:**

**Duchesne County Assessor  
PO Box 998  
Duchesne, UT 84021  
bshiner@duchesne.utah.gov**

**If you have more than one account, please send separate payments for each account. Put account numbers on each check submitted.**

**If this business has CLOSED, has changed OWNERSHIP, or has changed NAMES, please make a notation of these changes and return the form to our office.**

**If you need an extension please contact us.**

**PLEASE NOTE: PERSONAL PROPERTY TAXES ARE DUE May 15<sup>TH</sup>, 2019. INTEREST WILL BE CHARGED AT 8.45% 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 \$25 for each failure to file a signed and completed statement.

**PENALTIES WILL NOT BE WAIVED, NO EXCEPTIONS.**

**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 or by phone 435-738-1110.

**If taxes are not paid, Utah code 59-2-1303 authorizes the Assessor to collect delinquent taxes through seizure and sale. The Assessor may attach delinquent taxes to real property.**

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.

IF YOU DO NOT SUBMIT A SIGNED STATEMENT, THE ASSESSOR WILL ESTIMATE THE VALUE OF YOUR PERSONAL PROPERTY AS REQUIRED BY UTAH CODE ANNOTATED 59-2-307.

UTAH LAW PROVIDES THAT AN ESTIMATE SHALL **NOT** BE REDUCED BY THE COUNTY BOARD OF EQUALIZATION OR BY THE STATE TAX COMMISSION.