

## 2024 INSTRUCTIONS FOR BOX ELDER COUNTY ANNUAL PERSONAL PROPERTY SIGNED STATEMENT

The enclosed Statement of Personal Property has been designed to allow the taxpayer to follow a step-by-step procedure for reporting personal property and calculating the tax amount due. As you go through the step by step process listed below to complete the form, please do not hesitate to call the Assessor's Office if you have questions. 435-734-3336 or 877-390-2326, Ext 3336.

- As an **existing business** and having previously filed, the form titled SCHEDULE-A- EQUIPMENT (page 2) of the affidavit summarizes the personal property in which it has been reported in prior years and/or assessed as a result of a prior audit. You will need to add or delete personal property items on Schedule A as necessary. Attach pages as necessary.
- If you are a **new business** in Box Elder County, and are filing for the first time, the form titled SCHEDULE-A- EQUIPMENT will be blank and you will need to list all of your equipment by the described class. This should include all equipment used in your business. Start with Step 1 to begin the self-assessing process.

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- Step 1: Under the "Code" column, on the form SCHEDULE-A-EQUIPMENT, enter the property code or class from the form "Personal Property Valuation Schedule" found on the Box Elder County website at [www.BOXELDERCOUNTY.ORG/ASSESSORS](http://www.BOXELDERCOUNTY.ORG/ASSESSORS) Add page(s) if necessary.
- Step 2: Under the "DESCRIPTION" column, briefly describe the property acquired. If more than one item was acquired, add that number after the description.
- Step 3: Under the "YEAR" column, enter the year the property was acquired.
- Step 4: Under the "ORIGINAL COST" column, enter the purchase price. Include the value of trade-ins, donations, or exchanges, which were part of the purchase price, rounded to the nearest dollar.
- Step 5: Under the "% GOOD" column, enter the rate corresponding to the item description and year acquired as shown on the Personal Property Valuation Schedule form.
- Step 6: To calculate the Taxable Market Value, multiply the % Good by the Original Cost.
- Step 7: On the bottom of the last page of form "PERSONAL PROPERTY SIGNED STATEMENT, Schedule A" list the names and addresses of companies from which you lease any equipment. Describe the items of property leased and give the dates of the beginning and termination of the lease. Also indicate the offered purchase price at the beginning of the lease.  
**DO NOT INCLUDE THE AMOUNT OF ANY LEASED EQUIPMENT IN YOUR MARKET VALUE TOTAL.**
- Step 8: Line 1: Is your total taxable value from page 2 before additions / deletions based on prior years' statement.  
Line 2: Enter the amount to be adjusted from Schedule A of acquired and / or disposed equipment only.  
Line 3: Add the total of Lines 1 and 2, and enter total on Line 3. **If the total on Line 3 is less than \$28,400 and if you are eligible**, please complete the Application for Exemption on the Signed Statement.  
Line 4: Multiply Line 3 by the TAX RATE listed on Line 4.  
Line 5: Enter the result on Line 5. This amount is the Business Personal Property Tax due.
- Step 9: Please prepare a check for the amount on Line 5. **Payable to BOX ELDER COUNTY TREASURER**  
**Before MAY 15, 2024**, mail to our office: **CHECK, SIGNED STATEMENT & SCHEDULE A page(s)**.

Mail your payment to: **BOX ELDER COUNTY ASSESSOR**  
**01 SOUTH MAIN STREET, suite # 26**  
**BRIGHAM CITY, UTAH 84302**

For questions concerning property codes for items or for more information about Utah Personal Property Tax, check the Utah State webpage: [www.propertytax.utah.gov](http://www.propertytax.utah.gov) and click on *Personal Property*.

### IMPORTANT NOTICE

UNSIGNED AFFIDAVITS WILL BE RETURNED AND WILL BE SUBJECT TO INTEREST AND/OR PENALTY IF DELAYED. PENALTY AND INTEREST WILL START ACCRUING ON THE DATE THAT THE AFFIDAVITS ARE DUE. INTEREST WILL BE CHARGED AT 6% PER ANNUM ABOVE THE CURRENT FEDERAL DISCOUNT RATE ON ALL PAST DUE ACCOUNTS. IF YOU FAIL TO SUBMIT AN AFFIDAVIT, THE ASSESSOR WILL ESTIMATE THE VALUE OF YOUR PERSONAL PROPERTY AS REQUIRED BY UTAH CODE IN SECTION 59-2-307 UCA. THIS ESTIMATE WILL CONTAIN AN INCREASE REPRESENTING AN ESTIMATED AVERAGE GROWTH. UTAH LAW PROVIDES THAT AN ESTIMATE SHALL NOT BE REDUCED BY THE COUNTY BOARD OF EQUALIZATION OR BY THE STATE TAX COMMISSION. A PENALTY EQUAL TO 10% OF ESTIMATE TAX DUE, BUT NOT LESS THAN \$25 WILL BE ADDED. 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 BOX ELDER COUNTY AUDITOR'S OFFICE, 01 SOUTH MAIN ST., BRIGHAM CITY, UT 84302