

Contact Information and Useful Links

Polk County Business Personal Property Information:

<https://www.co.polk.or.us/assessor/business-personal-property>

Oregon Department of Revenue Business Personal Property Information Page:

<https://www.oregon.gov/DOR/programs/property/Pages/personal-property.aspx>

Oregon Department of Revenue Personal Property Forms and Publications:

<https://www.oregon.gov/DOR/forms/Pages/default.aspx>

Polk County Assessor's Office Contact Information

Mailing Address:

Polk Co. Assessor's Office
850 Main St
Dallas, OR 97338

Tel: 503-623-8391

Fax: 503-831-3015

Email: personalproperty@co.polk.or.us

Website: www.co.polk.or.us/assessor

Timeline & Deadlines

January 1st @ 1am—Assessment Date

March 15th—Business Personal Property Return Due

March 16th—5% Late Penalty Applied

June 2nd—25% Late Penalty Applied

August 2nd—50% Late Penalty Applied

October 25th (on or before)—Tax Statements mailed

December 31st—Last Day to File an Appeal

Don't forget to file your Business Personal Property Return by March 15th to avoid late penalties



Business Personal Property Return Instructions

ADDITIONAL INFORMATION LOCATED ON OUR WEBSITE:

www.co.polk.or.us/assessor/business-personal-property

Polk County Assessors Office
850 Main St
Dallas, OR 97338

Tel: 503-623-1249

Fax: 503-831-3015

personalproperty@co.polk.or.us



Business Personal Property Information

What is Business Personal Property?

Business Personal Property is all tangible assets (equipment, machinery, office equipment, tools, furniture, etc.) that are being used in the operation of the business. This also includes equipment and assets that are in storage. (ORS 307.020(1)(c))

Is your business required to file a Business Personal Property Return?

Yes: Every business is required to file a Confidential Personal Property Return (CPPR) annually, regardless of size or value of assets. (ORS 308.290)

When is the Business Personal Property Return due? Every person or business with taxable personal property in their possession or control as of January 1st of every year is required to file with their county assessor by **March 15th**. Returns postmarked after March 15th are subject to a late filing penalty. ORS 308.290(4) & ORS 308.296



How to fill out the Personal Property Return

EXISTING BUSINESS: If you are an existing business and have filed a return with our office in previous years, enclosed is the most recent record of your personal property we have on file. Please examine the list carefully. Use the enclosed Additions & Deletions form attached to the owners summary to list any personal property changes that have occurred on or before December 31st.

Items fully depreciated for IRS purposes that are still in your possession need to be reported, even items in storage. If you have nothing to add or delete on the asset list, simply check the box at the bottom of the additions and deletions form.

You must send the asset list and completed Additions & Deletions form back with your completed and signed personal property return by March 15th.

NOTE: If your business **did not** receive a tax statement last year, and you **have not added or disposed of** any business equipment/assets, you may check the “*If your total assessed value was below...*” box.

If your business added new equipment prior to December 31st, or if your business received a personal property tax statement last year, **DO NOT use this box.**

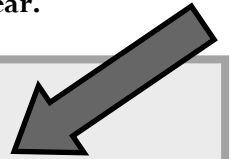


CLOSED BUSINESS: If you are no longer in business and/or no longer have possession of any business assets in the county, complete the “No Personal Property to Report” section on the return and note the date the business closed or moved.

SOLD BUSINESS: If the business was sold before January 1, please complete the “No Personal Property to Report” section on the return, including the buyer’s name. Sign the line in the appropriate box if you do not want us to forward the asset list to the new owner.

PLEASE NOTE: If you sell your business after January 1st, you will still be billed for the business personal property. Please note the sale date on the return, new owner information, and if you allow the county to share the asset list with the new owner for the following year.

IMPORTANT



The Business Personal Property Return **must** have the “**Taxpayer’s Declaration**” **completed and signed.** The deadline to file is March 15th. Any return that does not follow these guidelines may be returned and subject to a late filing penalty.