

## 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>

**IF YOU HAVE ANY QUESTIONS, CONTACT THE POLK COUNTY ASSESSOR'S OFFICE**

### 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](mailto:personalproperty@co.polk.or.us)

Website: [www.co.polk.or.us/assessor](http://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 Instructions For New Businesses

**ADDITIONAL INFORMATION LOCATED ON OUR WEBSITE:**

[www.co.polk.or.us/assessor/business-personal-property](https://www.co.polk.or.us/assessor/business-personal-property)

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# Business Personal Property Information

- **Why am I receiving this form?** You are receiving this Business Personal Property Return because you have recently registered a business with the State of Oregon, or the county has evidence that you are operating a business in Polk County and we have not received a Return from your business in the past.
- **What is Business Personal Property?** Business Personal Property is all tangible assets (equipment, machinery, office equipment, 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 1<sup>st</sup> of every year is required to file with their county assessor by **March 15<sup>th</sup>**. Returns postmarked after March 15<sup>th</sup> are subject to a late filing penalty. (ORS 308.290(4) & ORS 308.296)



# How to Fill Out the Personal Property Return

1. Fill out the colored Taxpayer's Declaration box completely and make sure it is signed. If it is not signed, the Assessor's office will not be able to accept the Return and it will be sent back. This may result in a late penalty.
2. To the left of the Taxpayer's Declaration box, fill out the personal property location, date business originated in the county, type of business, if a return was filed in the prior year, and the name of the county it was filed in, if applicable.
3. Below that information, check the First-Time filer box. **DO NOT** check the box which states "If your total assessed value was below \$21,500 last year." **This box does not apply to you because the Assessor's office does not yet have a record of your total assessed value.** The assessed value has to be verified by the Assessor's office. If this box is checked and a complete asset list is not provided, the Return will not be accepted as complete and will be returned to you.
4. **IF YOU HAVE REGISTERED YOUR BUSINESS NAME, BUT HAVE NOT YET STARTED YOUR BUSINESS:** If you have no Personal Property to Report, please fill out the Taxpayer Declaration and send the Return to the Assessor's Office along with a **written explanation** as to why there is no Personal Property to Report. If you are no longer operating the business, please check the appropriate box and provide the date sold, closed, or moved out of the county.

# Reporting Schedules

- **Schedule 1:** These are assets being leased by your business from another business/leasing company etc.
- **Schedule 2:** Non-inventory Supplies: Office Supplies – paper, envelopes, pens, tape, staples, paperclips, etc. Maintenance Supplies – cleaning supplies, axle grease, oil, rubber gloves, etc. Operating Supplies – paper cups, napkins, straws, paper plates, fuels, bags, paper towels, etc. Spare Parts – repair parts, computer parts, automotive parts (excluding for-sale inventory). Assets do not need to be itemized out, provide the dollar amount for what would be available in a month's time frame.
- **Schedule 5A:** This will be an itemized list of all assets owned by the business. Any equipment, tools, furniture, computers, phones, any business asset not reported under any other section of the return. Provide the asset description, when it was purchased, if it was purchased new or used, manufacture year, purchase year, and purchase price. If this information is not provided, the assessor's office will not be able to depreciate the value of the assets.
- **Schedule 5B:** Small hand tools like screwdrivers, socket wrenches, hammers, scissors, small dental/medical hand tools, rakes, brooms, etc. These items do not need to be itemized out, the value can be totaled together and reported on this schedule.

**REMEMBER:** The Business Personal Property Return must have the **"Taxpayer's Declaration" completed and signed.** Please return to the Assessor's office no later than March 15th. Any return that does not follow these guidelines may be returned and subject to a late filing penalty.