

# Instructions for Filing 2023

Existing Business (Filed Previously)

If you are no longer in business, please fill out the Business Closure form on the back of this page and return it along with your Signed Statement.

**Step 1:** Complete the **Schedule A** (Green Sheet)

## Personal Property Acquired in 2022 (Part I)

- List all property purchased during **2022**.
- List the year acquired and purchase price for each item.
- Using the class description sheet, determine the class of property for each item.
- Using the depreciation schedule, determine the percent good for each item.
- Multiply the cost by the percent good to determine the market value of each item.
- Total the market value of all acquisitions. Enter this amount on line 10.

## Personal Property Disposed of in 2022 (Part II)

- List all property disposed of during **2022**. Property that is not on your Signed Statement to begin with **cannot** be deleted.
- Copy the Item Description, Class Code, and Market Value from the affidavit to the Schedule A.
- Total the market value of all disposed property. Enter this amount on line 11.
- Determine the increase (or decrease) in market value. (Line 10 plus or minus line 11) Enter this amount on line 12.

**Step 2:** Complete the **Signed Statement**

- Enter your **NAICS Code** on upper right-hand side of Signed Statement.
- Enter the increase (or decrease) in market value from line 12 of the **Schedule A** on line 2.
- Total lines 1 and 2 (plus or minus) enter this amount on line 3. This is the total taxable value of your personal property for **2023**. - (If the total on line 3 is **\$27,000 or less, STOP, go to application for exemption.**

**BE SURE TO SIGN & DATE IN BOTH AREAS, THE EXEMPTION BOX AS WELL AS THE SIGNATURE OF TAXPAYER OR AGENT LINE.**

**If \$27,001 or greater, continue to line 5. DO NOT DEDUCT \$27,000.)**

- Times the taxable value (line 3) by the tax rate printed on your affidavit (line 4.)
- This amount is the Tax Due Amount. Enter this amount on line 5.
- Date and sign the Signed Statement.**

**Step 3:** **Filing your Signed Statement.**

- Return the **Signed Statement**, the **Schedule A**, and your **payment** (payable to the Millard County Assessor) by the deadline indicated on the Signed Statement no later than **September 4, 2023**.

## EXEMPTION APPLICATION

Legislation that was passed in 2022 (SB18) states that a business with a taxable value **LESS** than **\$27,000** may be exempt from Personal Property Tax. You **MUST SIGN** this section on the form in order to apply for this exemption. Also, all the enclosed forms **MUST** be **COMPLETED AND RETURNED** to our office by the **July 30, 2023**, 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, and you did not include payment. We will notify you and payment will be due 30 days from this notification.

This exemption is determined by ownership. If you have tangible personal property at different locations, file more than one personal property statement. The total value of all tangible personal property at all locations will determine exemption eligibility.

**IF THESE FORMS ARE NOT RETURNED BY SEPT 4, 2023. NO EXEMPTION WILL BE ALLOWED.**

***There will be an Assessor's estimate of value levied for at least the exemption amount or possibly more.  
The amount will be non-appealable; the tax amount will be subject to penalty and interest.***

**Please note:** If no tax is due, you must still sign the Tax Notice and return it by **September 4, 2023**. Failure to file a return will result in a penalty of 10% of the estimated tax due, but no less than \$25.00. Interest will be charged in accordance with (UC 59-2-1302) on any outstanding balance. Penalty and interest charges, by law cannot be removed. (UC 59-2-307) The exemption cannot be applied after **September 4, 2023**, so the entire tax plus penalty & interest will be due.

# 2023 Business Change Form

Business Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## BUSINESS NAME CHANGE

Previous Name: \_\_\_\_\_

New Name: \_\_\_\_\_

## SOLD BUSINESS

Date business sold: \_\_\_\_\_ Business at same location?  Yes  No

New Owners Name: \_\_\_\_\_

New Owners Phone Number: \_\_\_\_\_

New Owners Mailing Address: \_\_\_\_\_

New business location: \_\_\_\_\_

## CLOSED BUSINESS

Date business ceased operations: \_\_\_\_\_ Business license cancelled?  Yes  No

What happened to the equipment? \_\_\_\_\_

## FILED BANKRUPTCY

What is the case number? \_\_\_\_\_

Date of Bankruptcy: \_\_\_\_\_ Status of Filing: \_\_\_\_\_

Date of Bankruptcy: \_\_\_\_\_ Business in Operation?  Yes  No

*Please return the completed forms along with your Signed Statement to **Millard County Assessor, 50 S. Main, Fillmore, UT 84631** by **July 30, 2023**.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_