

Emery County Business Owner

**PLEASE READ THIS LETTER IN ITS ENTIRETY: FAILURE TO FILE THE
SIGNED STATEMENT MAY RESULT IN A PENALTY.
DO NOT IGNORE THIS LETTER.**

In accordance with the provisions set forth under the Revenue and Taxation laws for the State of Utah, taxable business entities are required to report/pay an annual – self assessing – Personal Property Tax. Such tax is levied against all personal property assets (i.e. trade fixtures, equipment, computers, telephone systems, furniture, tools, etc.) owned by the “business” as of January 1st of each year.

Your 2024 Emery County Business Personal Property packet includes the following:

- * 2024 Signed Statement of Personal Property and Schedule A (WHITE paper)
- * 2024 USTC Personal Property Percent Good Valuation Schedule (PINK paper)
- * 2024 Personal Property Classification Guide (BLUE paper)
- * Schedule B – Personal Property Acquired and Disposed of in 2023 (YELLOW paper)

Complete all applicable sections of these forms and return to the Emery County Assessor’s office by due date, **May 15, 2024**. Instructions for completing the 2024 Signed Statement of Personal Property are below.

SECTION A

LINE 1: Equipment Grand Total from Schedule A, (Back of WHITE form) This amount will be the grand total from the back of Schedule A (WHITE form)

LINE 2: Acquisitions – Schedule B (YELLOW paper) List all of your equipment, the year it was purchased and the purchase price. Using the Class Description (BLUE paper) and the Percent Good Table (PINK paper) will determine your taxable value. Multiply the purchase price by the percent good factor. This is the taxable value. After all items have been listed and depreciated, total the taxable value amounts to get the grand total of acquisitions. If you have not acquired property during 2023, this line will be left blank.

LINE 3: Deletions – Schedule B (YELLOW paper) If you have disposed of property during the year, list the information required from the Schedule A (WHITE paper) to equate the total taxable value to be placed on Line 3, Section A (WHITE paper). **ITEMS CANNOT BE DELETED UNLESS IT IS LISTED ON SCHEDULE A.** If you have not disposed of property during 2023, this line will be left blank.

LINE 4: Total of Lines 1 and 2, Subtracting Line 3 (Section A, WHITE paper) If the total on Line 4 is **\$28,400 or less**, STOP, do not calculate the tax at this time, go to the Application for Exemption, (Section B, WHITE paper). If the total on Line 4 is **\$28,401 or greater**, continue on to Line 5. **DO NOT DEDUCT \$28,400.**

LINE 5: Tax Rate. The tax rate is for the taxing district for the physical (situs) address of your business. If your business has moved during the year, please contact our office for the correct tax rate of the new location.

LINE 6: Total tax dollar amount due. Multiply Line 4 by the tax rate on Line 5 to get this amount. Please return the signed and dated Signed Statement (Section A) and accompanying forms, with your check for the amount due and your 2024 Personal Property Statement is complete.

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

SECTION B

APPLICATION FOR EXEMPTION

Utah State Law states that a business with a taxable value LESS than \$28,400 for the 2024 tax year may be exempt from Personal Property Tax. If you have tangible personal property at different locations and file more than one personal property statement, the combined total value of all tangible personal property at all locations in Emery County must be \$28,400 or less. You MUST sign this section in order to apply for this exemption. All enclosed forms MUST be COMPLETED, SIGNED AND RETURNED to our office by the May 15th 2024 due date in order to qualify for this exemption. The Personal Property Statement is subject to review and audit.

If these forms are not returned by May 15th, 2024 - NO EXEMPTION WILL BE ALLOWED

Return completed forms and make checks payable to:
Emery County Assessor
PO Box 727
Castle Dale, Utah 84513

PLEASE NOTE:

Interest will be charged on all past due accounts, (Currently this is 10.00%), as well as a \$25.00 penalty for failure to file in a timely manner.

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Pertinent Code Citations for Personal Property Assessment:

PENALTY: 59-2-307 Any person who fails to file the signed statement required by section 59-2-306, or fails 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. The penalty imposed by this section may not be waived or reduced by the Assessor, County Commission, or County Board of Equalization.

APPEAL: 59-2-1005 Any taxpayer owning personal property assessed by a county assessor under Section 59-2-301 may make an appeal relating to the value of the personal property by filing an application with the County legislative body no later than May 15th, 2023. Appeal forms may be obtained from the Emery County Auditor's Office, 75 East Main, Castle Dale, Utah.

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Should you have any further questions, we have trained staff available to assist anyone who needs help completing the Signed Statement of Personal Property. Telephone inquiries are welcome at (435) 381-3540. We will be happy to help you in order to avoid any penalties and interest. Forms are also available on www.emerycounty.com.

SCHEDULE B

BUSINESS NAME _____ TAX ACCOUNT # _____

PERSONAL PROPERTY ACQUISITIONS AND DELETIONS IN 2023

Part 1 - Personal Property ACQUIRED During 2023

Describe each item of personal property acquired in 2023. Identify the acquisition cost and calculate the taxable value using the Percent Good Valuation Schedule (PINK paper)

TO CALCULATE TAXABLE VALUE: COST X QUANTITY X PERCENT GOOD RATE = TAXABLE VALUE

PROPERTY CLASS	ITEM DESCRIPTION	YEAR ACQUIRED	COST OR PURCHASE PRICE	QUANTITY	% GOOD RATE	TAXABLE VALUE

Attach separate sheet(s) if necessary

LINE 1: Total Taxable Value Acquired – Transfer amount to Line 2 (WHITE form)

_____ Total Taxable Value

Part 2 - Personal Property DISPOSED of in 2023

PROPERTY CANNOT BE DELETED IN THIS SECTION UNLESS IT IS PRINTED ON SCHEDULE A

Describe each item of personal property disposed in 2023. The cost and taxable values listed below must match the value printed on Schedule A (Back of WHITE form)

PROPERTY CLASS	ITEM DESCRIPTION	YEAR ACQUIRED	COST OR PURCHASE PRICE	QUANTITY	% GOOD RATE	TAXABLE VALUE

Attach separate sheet (s) if necessary

LINE 2: Total Taxable Value Disposed -- Transfer amount to Line 3 (WHITE form)

_____ Total Taxable Value

PLEASE RETURN THIS FORM AND ANY ADDITIONAL PAGES ALONG WITH SIGNED STATEMENT

LEASED OR RENTED EQUIPMENT

LIST ITEMIZED LEASED OR RENTED EQUIPMENT BELOW. (DO NOT TRANSFER ANY TOTALS TO THE SIGNED STATEMENT)
 NOTE: IF YOUR EQUIPMENT IS CONSIDERED A *CONDITIONAL SALE LEASE*, MAKE SURE IT IS LISTED ON THE SIGNED STATEMENT OR LIST IT ON *SCHEDULE A* IN THE EQUIPMENT ACQUIRED AREA.
 YOU ARE REQUIRED TO LIST AND PAY TAXES ON THIS EQUIPMENT AS IF IT WERE OWNED BY YOU.

NAME AND ADDRESS OF LESSOR LEASE AGREEMENT #	TYPE AND QUANTITY	DATE OF LEASE	TERMS OF LEASE	COST OF BEGINNING OF LEASE	ANNUAL RENT

ATTACH SEPARATE SHEET(S) IF NECESSARY

BUSINESS CHANGE FORM

Business Name: _____ Account _____

Owner: _____ Telephone _____

Address _____

Contact Person _____

Telephone _____ E-Mail _____

BUSINESS NAME CHANGED

Previous Name _____

New Name _____

SOLD BUSINESS

Date Business Sold _____ Business at same location? Yes No

Who has possession of equipment: _____

CLOSED BUSINESS

Date Business ceased operating: _____ Business License cancelled? Yes No

What happened to the Equipment? _____

THE ASSESSOR SHALL COLLECT THE TAXES ON ALL PERSONAL PROPERTY WHEN SAID TAXES ARE NOT A LIEN ON REAL PROPERTY OR PAYMENT SECURED BY BOND AND UNLESS TAXES ARE PAID THEY SHALL BE COLLECTED BY SEIZURE AND SALE AS PROVIDED IN UTAH CODE, SECTION 59-2-1303. ALL CLAIMS FOR ADJUSTMENT MUST BE MADE IMMEDIATELY UPON RECEIPT OF THIS NOTICE AS PER UTAH CODE 59-2-1005 AND UTAH CODE 59-2-1006.

**UTAH STATE TAX COMMISSION - PROPERTY TAX DIVISION
2024 PERSONAL PROPERTY PERCENT GOOD VALUATION SCHEDULES**

2024 SMALL BUSINESS EXEMPTION \$28,400

Class 1 Short Life Property	
Acquisition Year	Percent Good
2023	79%
2022	49%
2021 and prior	12%

Class 2 Computer Integrated Machinery	
Acquisition Year	Percent Good
2023	97%
2022	90%
2021	82%
2020	71%
2019	58%
2018	45%
2017	30%
2016 and prior	15%

Class 3 Short Life Equipment	
Acquisition Year	Percent Good
2023	94%
2022	81%
2021	61%
2020	42%
2019 and prior	22%

Class 5 Furniture & Trade Fixtures	
Acquisition Year	Percent Good
2023	97%
2022	91%
2021	86%
2020	76%
2019	66%
2018	54%
2017	40%
2016	27%
2015 and prior	14%

Class 8 Machinery & Equipment Medical & Dental	
Acquisition Year	Percent Good
2023	98%
2022	94%
2021	90%
2020	85%
2019	77%
2018	67%
2017	55%
2016	45%
2015	34%
2014	23%
2013 and prior	12%

Class 12 Computer Hardware	
Acquisition Year	Percent Good
2023	62%
2022	46%
2021	21%
2020	9%
2019 and prior	7%

Class 13 Heavy Equipment	
Acquisition Year	Percent Good
2023	73%
2022	71%
2021	69%
2020	67%
2019	65%
2018	63%
2017	61%
2016	59%
2015	57%
2014	55%
2013	53%
2012	51%
2011	49%
2010 and prior	47%

Rental CD's, DVD's, Video Tapes, Blu-ray, and Computer Games are to be valued at \$15.00 per unit for the first year and \$3.00 per unit thereafter.

Class 15 Semiconductor Manufacturing Equipment	
Acquisition Year	Percent Good
2023	47%
2022	34%
2021	24%
2020	15%
2019 and prior	6%

Class 16 Long Life Property	
Acquisition Year	Percent Good
2023	98%
2022	97%
2021	95%
2020	92%
2019	91%
2018	90%
2017	87%
2016	81%
2015	74%
2014	69%
2013	59%
2012	58%
2011	54%
2010	47%
2009	40%
2008	33%
2007	26%
2006	18%
2005 and prior	9%

Class 20 Petroleum/Natural Gas Exploration/Production Equipment	
Acquisition Year	Percent Good
2023	98%
2022	96%
2021	94%
2020	92%
2019	86%
2018	79%
2017	71%
2016	60%
2015	50%
2014	41%
2013	31%
2012	21%
2011 and prior	11%

Class 24 Leasehold Improvements	
Year of Installation	Percent Good
2023	94%
2022	88%
2021	82%
2020	77%
2019	71%
2018	65%
2017	59%
2016	54%
2015	48%
2014	42%
2013	36%
2012 and prior	30%

Class 24: Schedule is used only with leasehold improvements made to exempt property where the exemption does not apply to those improvements. Tax Commissions Administrative Rule R844-24P-32C

Class 25 Aircraft Parts Manufacturing Tools & Dies	
Acquisition Year	Percent Good
2023	94%
2022	82%
2021	62%
2020	44%
2019	23%
2018 and prior	4%

Class 29 Pollution Control Equipment	
Acquisition Year	Percent Good
2023	80%
2022	60%
2021	40%
2020	20%
2019 and prior	6%

STATE of UTAH
EMERY COUNTY

2024 Personal Property Classification Guide

Classification in this Guide may be used as examples for other like property not listed

Class 1 ~ Short Life Property	<i>This class is such property that is highly susceptible to breakage, loss, rapid wear and tear or subject to extreme obsolescence.</i>		
Barricades/Warning Signs	Canned Computer Software	Library Materials/Books	Uniforms
Patterns, Jigs & Dies	Pots, Pans & Utensils	Motion Picture Prints	
Motel & Hotel Linen	Pallets	Silverware	
Class 2 ~ Computer Integrated Machinery	<i>This class is defined as machinery which cannot operate without the computer and the computer cannot perform outside the machine: Machinery and computer sold as a single unit.</i>		
Cat Scanners	Mammography Units	High Tech Medical & Dental Equipment	
Computer Integrated Fabrication Machinery		Computer Integrated Manufacturing Machinery	
Other Computer Integrated Manufacturing Machinery		MRI Equipment	
Computer Driven Mills	Computerized Machine Lathes	Computerized Assembly Machinery	
Class 3 ~ Short Life Trade Fixtures	<i>This class is defined as electronic equipment and office machines subject to rapid functional obsolescence, economic obsolescence or severe wear and tear.</i>		
Alarm Systems	Automotive Emissions Testing	Auto Engine Analysis Equip	Bank ATM Machines
Cash Registers - Manual	Drive-up Windows (Banks)	Microwave Communication Equip	Music, Stereo & Sound Systems
Office Machines	Photo Processing Equipment	Rent-to-Own Merchandise	Reservation Terminals
Pneumatic Tube Systems (Banks)	Small Equipment Rentals	Shopping Carts	
Vending Machines	Video Game Machines	Telephone Equipment & Systems	
CATV Head Ends	CATV Connections/Distribution Equipment	Drones	
Class 5 ~ Long Life Trade Fixtures	<i>This class is defined as non-mechanical fixtures such as furniture and shelving subject to functional obsolescence due to style and design changes and items subject to light wear and tear.</i>		
Furniture	Bars & Sinks	Booths, Tables & Chairs	Beauty / Barber Shop Fixtures
Cabinets & Shelves	Cashier's Islands	Check Out Counters	Displays, Cases & Racks
Office Furniture	Auditorium / Theater Seats	Buildings, Mobile Type	Musical Instruments
Movable Partitions	Stands	Motel/Hotel Beds & Furniture	Signs, Mechanical & Electrical
Tanning Booths	Water Slides	Above Ground Fiber Optic/Coaxial Cable - Under Ground Coaxial Cable	
Billboards with LED components			
Class 8 ~ Machinery & Equipment / Medical & Dental	<i>Machinery & Equipment and Medical & Dental Equipment used in production or processing industries having an economic life of 12 years or more but subject to functional & economic obsolescence as technologically advanced & more efficient machinery becomes available.</i>		
Manufacturing Machinery	Processing Machinery	Amusement Rides	Auto Service & Repair Equip
Bakery Equipment	Distillery Equipment	Ski Lift Machinery	Wood Milling Equipment
Fork Lifts (battery& propane)	Laundry & Dry Cleaning Equip	Food Preparation Equipment	Golf Carts
Machine Shop Equipment	Refrigeration Equipment	Overhead Cranes	Incinerators
Packaging Equipment	Backup Generators	Meat Packing Equipment	Printing Equipment
Bottling Equipment	Cannery Equipment	Merchandise Pickup Towers	Dental Equipment/Instruments
Exam Tables & Chairs	Hospital Equipment	Lensometers	Mesoptometers
Microscopes	Optical Equipment	Sterilizes	X-Ray Machines
Medical Equipment / Instruments			
Class 12 ~ Computer Hardware	<i>This class is defined as data processing equipment, main frame computers, LAN systems, personal computers and computer peripherals.</i>		
Mainframe Computers	LAN Systems	Personal Computers	Data Processing Equipment
Cad / Cam Systems	Data Processing Peripherals	Copiers & Copy, Fax, Scanners, Printer Combination Machines	
POS Systems - Non Manuel	Thermal Printers		

CONTINUED ON THE OTHER SIDE

Class 13 ~ Heavy Equipment	<i>This class is defined as mobile machinery used in the construction, forestry and quarry industries as well as equipment used in the processing of construction materials; i.e., cement and asphalt.</i>		
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Construction Equipment	Compaction Equipment	Graders	Batch Plants
Log Skidders & Loaders	Mining Equipment	Portable Conveyors	Quarrying Equipment
Scrapers	Cranes, Construction	Backhoes	Excavators
Loaders	Portable Generators	Pavers	Pavement Sweepers
Snow Cats			

Class 15 ~ Semiconductor Manufacturing Equipment	<i>This class is defined as equipment used exclusively in the production of semiconductor products.</i>		
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Clean Room Equipment	Crystal Growing Equipment	Deionized Water Systems	Encapsulation Equipment
Semiconductor Test Equipment	Semiconductor Electrical Systems	Semiconductor Chemical and Gas Systems	
Photo Mask and Wafer Manufacturing Equipment			

Class 16 ~ Long Life Property	<i>This class is defined as property having a long physical life, subject to little obsolescence.</i>		
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Buried Cable	Underground Fiber Optic Cable	Pipelines	Grain Elevators, Non Farm
Broadcast and Cell Towers	Bulk Storage Tanks, Underground & Surface	Sign Towers	Oil & Gas Gathering Systems
Solar Panels/All Electric Gen Eqmt.	Ski Lift & Tram Towers	Truck Scales	Storage & Shipping Containers
Billboards (excluding LED component)			

Class 20 ~ Petroleum & Natural Gas Exploration & Production Equipment	<i>This class is defined as equipment used in the petroleum and gas exploration and production industry.</i>		
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Oil & Gas Exploration Equipment	Distillation Equipment	Wellhead Assemblies	Holding & Storage Facilities
Drill Rigs	Re-injection Equipment	Compressors	Metering Devices
Heater - Treaters	Equipment Sheds	Free Water Knockouts	Scrubbers
Petroleum Pumping Units	Manifolds / Headers	Recycle / Recirculating Pumps	Radio Telemetry Units (RTU)
Support & Control Equipment	Separator-Dehydrators	Fractionation and Catalytic Cracking Equipment	
Well Site Generators, Transformers & Power Lines			

Class 24 ~ Leasehold Improvements on Tax Exempt Real Property	<i>This class is used only when leasehold improvements are installed when the underlying real property is owned by an entity exempt from property tax under Utah Code Section 59-2-1101. Administrative Rule R884-24P-32 (C)</i>		
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Walls & Partitions	Floor Coverings (Except Carpet)	Electrical Wiring & Fixtures	Heating & Cooling Systems
Plumbing Rough-in & Fixtures	Store Fronts	Ceilings, Suspended or Acoustical	Iron or Millwork Trims

Class 25 ~ Aircraft Parts Manufacturing Tools and Dies	<i>This class is defined as equipment and fixtures used exclusively to manufacture aircraft parts and components.</i>		
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Aircraft Parts Manufacturing Jigs and Dies	Aircraft Component Patterns	Aircraft Parts Molds
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Class 27 ~ Electrical Power Generating Equipment and Fixtures	<i>This class is defined as Plants designed to generate electrical power using turbogenerators for consumption by a local market.</i>		
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Boiler Plant Equipment	Boiler Plant Piping	Cooling Towers	Turbogenerator Units
Support Electrical Plant Equipment	Other Related Plant Equipment and Fixtures		

Class 29 ~ Pollution Control Equipment	<i>Property used to prevent, control, or reduce air or water pollution and used in connection with NAICS Subsector 324110 Petroleum refinery.</i>		
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Personal Property Schedules and instructions are available on the Property Tax Division Website
<https://propertytax.utah.gov/personal/>