



DOTY PRUETT WILSON PC
CERTIFIED PUBLIC ACCOUNTANTS

Tax Year 2023

2023 Personal Property Tax Returns

In our efforts to prepare for this upcoming tax season we would like to send out a friendly reminder on Personal Property Tax Return filing requirements. You are receiving this letter because, according to our records, we have provided this service for you in the past or in reviewing your file it appears you may have a filing requirement.

All businesses (Schedule C's and farms included) and non-profits are required to file an annual Personal Property Tax Return with their county assessor's office for all personal property owned as of January 1, 2023.

Multiple Locations

If your business has personal property in more than one location (even within the same city or county), a separate return must be submitted for each location, which could result in filing requirements in multiple counties.

Remote Employees

If you have employees working remotely, a return is required to be filed with the county their computer resides in. For example, if you are based in Salem (Marion County) and have an employee working remotely from their home in Lake Oswego (Clackamas County), you are required to file a return listing the personal property of the business in that county.

Taxable Personal Property

includes machinery, equipment, furniture and fixtures, computers, tools of your trade, non-inventory supplies, floating property, professional libraries, etc. Items in storage must be reported, as well. The following are common items we know the county typically looks for:

- Desk
- Chair
- Computer
- Printer
- Cell Phone

Mailing Address
447 State Street
Salem, OR 97301
503-362-9152
Fax: 503-362-9186
office@dpwcpas.com

SALEM OFFICE
447 State Street • Salem, OR 97301

PORTLAND OFFICE
16037 SW Upper Boones Ferry Rd, Suite 135 • Portland, OR 97224

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Nontaxable Personal Property

The following items are exempt from property tax:

- Intangible personal property: money at interest, bonds, notes, shares of stock, business records, computer software, surveys and designs, and the materials on which the data are recorded (paper, tape, film, etc.).
- All items held exclusively for personal use: household goods, furniture, clothing, tools, and equipment used exclusively for personal use in and around your home.
- Farm animals: livestock, poultry, fur-bearing animals, and bees
- Inventories: items of tangible personal property which are or will be sold in the ordinary course of business (materials, containers, goods in process, and finished goods)
- Farm machinery and equipment.
- Licensed vehicles other than fixed load/mobile equipment.

Due Date

The due date for Personal Property Tax Returns is March 15, 2023. **If the return is filed late per ORS 308.296, the penalties are as follows:**

<u>Return Filing Date</u>	<u>Penalty</u>
After March 15, 2023, but on or before June 1, 2023	5% of tax owed
After June 1, 2023, but on or before August 1, 2023	25% of tax owed
After August 1, 2023	50% of tax owed

No Extensions

There is **no** opportunity to file a request for an extension beyond March 15, 2023. Any returns filed after March 15, 2023, will be assessed a penalty as stated above.

Cost

DPW offers two different options for assistance with preparing Personal Property Tax Returns.

- **Prep & Assemble (flat rate)** – This service is offered at a flat rate of \$500 per return. It consists of DPW using client supplied information to complete the county form and assemble it with the necessary attachments. It requires the client to supply a completed Asset Listing that notates any disposals or acquisitions. This includes a fair market value for non-inventory supplies (i.e. – office supplies, maintenance supplies, operating supplies, spare parts, etc.). The Asset Listing is typically issued by the county with each Personal Property Tax Return (if you have previously filed).
- **Detailed Review (hourly rate)** – This service is performed using our current hourly rates, which range from \$125/hour to \$275/hour depending on staff level. It may consist of all or some of the following:
 - Client to supply an Asset Listing that notates any disposals.
 - DPW to review QuickBooks file for any acquisitions.
 - DPW to visit location(s) to take inventory of personal property.
 - Prepare and assemble return with necessary attachments.

If you would like assistance preparing your return, please provide us with a completed and signed engagement letter (attached), along with your 2023 form and Asset Listing. These are typically issued after October 26th by your county. If this will be your first year of filing, we can assist you in obtaining the appropriate forms. DPW will need to receive the information no later than **February 17, 2023**.

Unless we receive an affirmative response from you, we will assume you do **NOT** require our assistance or consultation regarding preparation of your Personal Property Tax Return.

If you have any questions, please give us a call.

Sincerely,

Doty Pruett Wilson, PC

****Marion County filers ONLY**** Please complete the "Account #" (if available) and "Authorized By" sections of the attached Disclosure Authorization. Then sign and date the form. This will allow our office to communicate directly with the county regarding your Personal Property Tax Return.



TAX YEAR 2023

Dear valued client,

We appreciate the opportunity to work with you on the preparation of Personal Property Tax Return (PPTR). This letter is to specify the terms of our engagement, clarify the nature and extent of the services we will provide, and confirm an understanding of our mutual responsibilities.

Please select the option from the following those services you would like us to perform in preparing your Personal Property Tax Return filings:

- Prep & Assemble (flat rate)
- Detailed Review (hourly rate)

We will prepare your PPTR based on the information we gather or received based on the selection above. We may contact you regarding a change in our level of service should additional work be required to produce accurate and complete filings. Our services are not intended to determine whether you have filing requirements in counties other than the one(s) you have informed us of. If you would like to add any additional counties, please indicate and identify them in the comments section.

It is your responsibility to provide all the information required to prepare your PPTR. We may provide you with a checklist of information required for the PPTR, or we may gather similar data from your books and records. You represent that the information you provide will be accurate and complete to the best of your knowledge. We will not audit or otherwise verify the information provided, although we may ask for clarification if the information appears to be incorrect, inconsistent, or incomplete. Our work in connection with the preparation of your PPTR does not include any procedures designed to discover errors or other irregularities, should any exist. You have the final responsibility for the Personal Property Tax Return filed and, therefore, you should review it carefully before you sign and authorize us to file them.

Filers are required to maintain all the documents that form the basis of the PPTR filed. If you have any questions as to the type of records required, please ask us for advice in that regard. Your signature on this letter confirms that we have advised you of the record keeping requirements.

Your PPTR may be selected for examination or audit by the county. In the event of such examination, we would be pleased to assist you under the terms of a separate engagement.

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Your PPTR will be required to be filed by mail, email or fax depending on the county. We will provide you with a copy of your final PPTR for review prior to filing it on your behalf. Your signature on the PPTR indicates that you have reviewed the PPTR, it is correct to the best of your knowledge, and you authorize us to submit it electronically. We cannot file any return until it has been signed.

The filing deadline for Personal Property Tax Returns is March 15, 2023. In order to meet this filing deadline, the information needed to complete the returns should be received in this office no later than February 17, 2023. If we receive your information after this date, we will make every effort to complete your returns, but will give priority service to clients who submitted information on time. PPTRs not filed by the filing deadline may be subject to late filing penalties.

We offer two different options for assistance with preparing Personal Property Tax Returns.

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 - Client to supply an Asset Listing that notates any disposals.
 - DPW to review QuickBooks file for any acquisitions.
 - DPW to visit location(s) to take inventory of personal property.
 - Prepare and assemble return with necessary attachments.

The balance is due upon completion of the PPTR. Amounts not paid within 60 days will be charged interest at a rate of 1.5% per month (18% per year). Checks should be made payable to "Doty Pruett Wilson PC."

You may terminate this engagement at any time. Should you do so, however, you remain liable for all unpaid fees as discussed above. We reserve the right to withdraw from this engagement at any time because of unpaid fees, the guidance of our professional standards, or for any other reason. We will notify you in advance of any decision by us to withdraw and will take all reasonable steps to assist in the orderly transfer of your information. Otherwise, this engagement will be considered complete upon acceptance of your e-filed 1099s by the tax authorities.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space indicated and return it to us along with your tax information. If you have any questions, please do not hesitate to contact us. We appreciate the opportunity to work with you.

Sincerely,

Doty Pruett Wilson, PC

I have read the above terms of the engagement letter for the preparation of 2023 Personal Property Tax Returns and agree with the terms of this engagement.

Accepted By (Printed): _____ Date: _____

Title: _____

Company: _____

Signature: _____

Comments/Notes: _____

ASSET ACQUISITION / ASSET SOLD OR DISPOSED

This form is for reporting equipment or other depreciable assets purchased or sold during the year. Please make copies of this as needed.

Equipment or assets purchased:

Type of asset, i.e. furniture, equipment, leasehold, etc: _____

Description of Asset: _____

Date purchased: _____ Total cost: _____

Location: _____ Tag # or ID#, if applicable: _____

Type of asset, i.e. furniture, equipment, leasehold, etc: _____

Description of Asset: _____

Date purchased: _____ Total cost: _____

Location: _____ Tag # or ID#, if applicable: _____

Type of asset, i.e. furniture, equipment, leasehold, etc: _____

Description of Asset: _____

Date purchased: _____ Total cost: _____

Location: _____ Tag # or ID#, if applicable: _____

If the assets above were bought on contract or lease, please attach a copy of the lease agreement.

Assets sold or disposed:

Description of Asset, including the asset #: _____

Date sold or disposed: _____ Salvage or trade-in value: _____

Was this traded in to purchase a new asset? If so, indicate new asset purchased: _____

Description of Asset, including the asset #: _____

Date sold or disposed: _____ Salvage or trade-in value: _____

Was this traded in to purchase a new asset? If so, indicate new asset purchased: _____



Marion County
 OREGON
 ASSESSOR'S OFFICE

Tom Rohlifing, Assessor
Nathaniel Combs, Chief Deputy Assessor
 555 Court St. NE STE 2233, Salem, OR 97301
 PO Box 14500, Salem, OR 97309
 Telephone: (503) 588-5144
 Fax: (503) 588-7985
 www.co.marion.or.us/ao

DISCLOSURE LAW ANNOUNCEMENT-TAXABLE PERSONAL PROPERTY

Due to disclosure laws of this state, this taxing jurisdiction will not be able to forward by mail, fax, email or provide anyone confidential information reported to this taxing jurisdiction on a Confidential Personal Property Return or Real Property Return without written permission of authorized agent, representative, corporate officer or owner of the reported property.

See ORS 308.290(7)

I hereby authorize and release MARION COUNTY ASSESSOR'S OFFICE, holding them harmless of any disclosure to forward, fax, email or provide copies of our Personal/Real Property Tax Return on file under the following account number(s), to:

Account #: _____

Name: Doty Pruett Wilson, PC

Email: office@dpwcpas.com Fax: 503-362-9186

Authorization By:

Name of Company: _____

Name (print): _____

 Signature

Authorized Agent Representative Corporate Officer Owner

Date of Authorization: _____