



JOHN ULIBARRI • WEBER COUNTY ASSESSOR  
Machel Maycock • Chief Deputy Assessor

Weber County Assessor - Weber Center  
2380 Washington Blvd. STE 380 Ogden, Utah 84401  
(801) 399-8572 Fax: (801) 399-8308  
[www.co.weber.ut.us/assessor/personalprop](http://www.co.weber.ut.us/assessor/personalprop)

March 14, 2014

**NOTICE OF 2014 BUSINESS PERSONAL PROPERTY ONLINE TAX FILING**

Dear Weber County Business Owner,

In accordance with the provisions set forth under the Revenue and Taxation laws for the State of Utah, taxable business entities are required to 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 1<sup>st</sup> of each year.

Please refer to your account number and secure password located above to utilize our online filing system. Filing online is quick, safe and efficient. For complete instructions, forms and payment options visit our website at: [www.co.weber.ut.us/assessor/personalprop](http://www.co.weber.ut.us/assessor/personalprop). Please note: IF YOU ARE UNABLE TO FILE ONLINE PLEASE CALL OUR OFFICE AT (801)399-8572 FOR ASSISTANCE.

**Tax Exempt:** A business with an aggregate taxable value of \$10,000 or less, may be exempt from Personal Property Tax. This exemption applies to the total value of all Personal Property owned and/or used by your business in Weber County. If you have more than one business location in Weber County under the same business ownership, the exemption is applicable only if the total value of all property owned by such entity is less than \$10,000. Your application for exemption may only be considered with a completed Signed Statement of Personal Property. Failure to file timely and submit a signed statement may result in a forfeiture of your application for exemption.

**Your Signed Statement and tax payment are due on or before May 15, 2014. Past due accounts will be subject to penalty and interest at the rate of 7 % annually.**

*If your business has closed or you no longer own this business, please complete the online "Business Change Form" found on our website.*

If you need assistance, please call (801)399-8572 or visit our office at 2380 Washington Blvd. Suite 380 Ogden. Our office hours are Monday through Friday 8 a.m. to 5 p.m.

Sincerely,

John Ulibarri  
Weber County Assessor



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## 2014 Personal Property Tax Instructions

File "On-Line": [www.co.weber.ut.us/assessor/personalprop](http://www.co.weber.ut.us/assessor/personalprop)

- The process for calculating property tax begins with determining the market value of each personal property asset.
  - 1 Enter the total cost of all supplies on hand as of January 1, 2014 on line 1 of the signed statement. Supplies are items such as: General office supplies and Maintenance supplies.
  - 2 Next, list each of your assets under the "Property Description" column (B) on Schedule D.
  - 3 Next to each asset listing, indicate the Year the property was acquired (column C), the original cost or purchase price of the item (column D), and the quantity (column E).
  - 4 Utilizing the Valuation Schedules, determine a property classification (property code) for each property item ~indicate the respective classification in the Property Code column (column A). After determining a correct property code, determine its "Percent Good" based on the year of acquisition. Enter the Percent Good figure in the Depreciation Rate column (Column G).
  - 5 Now take the cost or purchase price of the asset multiplied by its respective percent good to arrive at market value and enter each value under the Market Value column (column H).
  - 6 Follow step 1 through 5 for each asset.
  - 7 Sum all market values and enter the total on Line 2 of the 2014 Signed Statement.
  - 8 Add the amounts on Line 1 and Line 2 and enter the Total Market Value on Line 3.
- The correct tax rate should already be entered on Line 4 of the form. (If a tax rate is not indicated or you have moved your business location during the year 2013, please call our office for the correct tax rate).
- To calculate your total tax due: multiply the total market value by the tax rate and enter the result on Line 5 of the Signed Statement.

# 2014 SIGNED STATEMENT OF PERSONAL PROPERTY



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OFFICE USE ONLY

**PLEASE VERIFY LOCATION ADDRESS**

ADDRESS INCORRECT? SEE BUSINESS CHANGE FORM

- Line 1: Supplies - Enter the cost of supplies. \_\_\_\_\_ (1)
- Line 2: Equipment – Enter Grand Total from Schedule D (reverse). \_\_\_\_\_ (2)
- Line 3: Total of lines 1 and 2 rounded to the nearest dollar.  
**If the total on line 3 is \$10,000 or less, STOP, do not calculate the tax at this time, sign form below. DO NOT DEDUCT \$10,000.** \_\_\_\_\_ (3)
- Line 4: Tax Rate – **IMPORTANT NOTE:** If the business location has changed during the past year, please call (801) 399-8572 for the correct tax rate. \_\_\_\_\_ (4)
- Line 5: Tax Amount Due – Line 3 multiplied by Line 4. \_\_\_\_\_ (5) Tax Due

Make check payable to: Weber County Assessor, 2380 Washington Blvd. STE 380, Ogden, UT 84401  
**PLEASE NOTE: FILING AND PAYMENT DUE DATE MAY 15, 2014**

I do swear that this affidavit reflects a full, true, and correct account of all personal property within Weber County, Utah, subject to taxation which was owned, possessed, managed, or controlled by me at 12 o'clock noon on January 1<sup>st</sup> 2014, that no property has been transferred out of Weber County or disposed of for the purpose of avoiding any assessment. Unsigned affidavits will be returned and will be subject to interest and/or penalty if delayed. If your business qualifies for exemption from property tax based on the value detailed and listed herein, your signature on this statement of personal property is required. You are certifying that the taxable value of all tangible personal property owned by the legal entity listed above is \$10,000 or less. This application for exemption is not official until granted by the Board of Equalization. This form will be submitted to the board on your behalf by the Assessor. This exemption is determined by ownership. If you have tangible personal property at different locations, and you file more than one personal property statement, the total value of all tangible personal property at all locations will determine exemption eligibility.

Any Taxpayer dissatisfied with the taxable value may appeal by filing an application no later than May 15, 2014. Appeal forms may be obtained from the Weber County Auditor's office, 2380 Wash. Blvd. STE 320 Ogden, UT. 84401

[APPEALS MUST BE RECEIVED NO LATER THAN 5/15/2014](#)

**CUSTOMER SERVICE: (801) 399-8572**

## PLEASE CHECK ONE

- Sole Proprietor
- Partnership
- Corporation
- L.L.C.

Does the applicant listed above own property listed on other personal property statements at other locations within this County?

Nature of Business: \_\_\_\_\_

Yes [ ] No [ ] If, "yes" please list the other account numbers in space below.

Federal Tax ID: \_\_\_\_\_

Date Opened: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE# \_\_\_\_\_  
REQUIRED REQUIRED



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## Business Change Form

Business Name \_\_\_\_\_ Account \_\_\_\_\_

Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

### CHANGE OF ADDRESS

Previous Address \_\_\_\_\_

New Address \_\_\_\_\_ When \_\_\_\_\_

### 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? \_\_\_\_\_

### FILED BANKRUPTCY

What is the case number? \_\_\_\_\_ Status of Filing \_\_\_\_\_

Date of Bankruptcy \_\_\_\_\_ Business in operation? Yes No

Please return completed form to: Weber County Assessor 2380 Wash Blvd. STE 380, Ogden, UT. 84401

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

