

RICK KESSINGER

Assessor, Greene County, MO

940 Boonville Ave., Rm. 37
 Springfield, MO 65802-3802
 417-868-4826 or 417-868-4192 or 417-868-4081
 greencountymo.org

2015 BUSINESS ASSESSMENT LIST

Dear Business Owner / Manager: You are required by law to provide a list, indicating *type, year purchased* and *original cost*, for all tangible personal property, e.g. Vehicles, Computers & Office Equipment, Furniture, Fixtures, Manufacturing Equip. & Tooling, etc., belonging to you or under the control of your company in Greene County, Missouri, on Jan. 1st. Complete this form, sign and return it **before March 1st** to avoid penalty.

Follow instructions below and on back.

AVOID PENALTY Return by March 1, 2015



RICK KESSINGER
GREENE COUNTY ASSESSOR
 940 BOONVILLE AVE RM 37
 SPRINGFIELD MO 65802-3802

PHYSICAL ADDRESS OF BUSINESS:

PHONE #	FAX #	EMAIL	FEDERAL ID #
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IMPORTANT – PLEASE READ INSTRUCTIONS BEFORE PROCEEDING. “SAME AS LAST YEAR” WILL NOT BE ACCEPTED.

This return will be used by the Assessor to determine the taxable value of your business personal property. You are required by Missouri Statute Section 137.340 to provide the Assessor with an itemized return listing all tangible personal property owned or controlled by said business on January 1st of each year. A copy of your latest fixed asset list showing acquisition date and original cost of all assets should accompany this declaration. All fixed assets as shown on your company's financial records must be reported on this form, including items fully depreciated and expensed items. **Depreciation on all items, except vehicles, will be based upon the IRS Cost Recovery MACRS tables, as per Missouri Statute 137.122.** A separate form should be prepared for each business location. The minimum assessment on a business account is \$100. For assistance or questions regarding this form, please call (417) 868-4826 or (417) 868-4192 or 417-868-4081.

Missouri state law Section 137.345 requires a filing penalty be added to the tax bill of any taxpayer who neglects or refuses to file a personal property declaration. An unsigned or incomplete declaration is not a properly completed declaration, and may not be accepted by the Assessor.

Business personal property is taxed where it is located on January 1st. This applies to all assets, including heavy equipment, leased equipment and vehicles. Property is “placed in service” when it is ready and available for use, even if it is not currently being used. Movement of property out of the county or out of the state for the purpose of avoiding taxation is in violation of Missouri state law.

A business can submit its declaration of property in the following ways:

1. Complete this form and return to County Assessor
2. Submit its own computer-generated form (if submitting a computer-generated form or sending an asset listing, each category must be totaled by year).
3. Submit your totals by category electronically (the assessor's office accepts Excel files). For any other file types, please call our office before submitting. Email to: cheard@greencountymo.org or bpurdy@greencountymo.org or gspangenberg@greencountymo.org

BUSINESS QUESTIONNAIRE

PLEASE RESPOND TO THE FOLLOWING QUESTIONS

- | | |
|---|---|
| A. Opening date if not open Jan. 1: | B. Closed date if not open on Jan. 1: |
| C. Number of employees at this location: | D. Describe nature of business: |
| E. Check all that apply: Corp. <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Trades <input type="checkbox"/> Prof. <input type="checkbox"/> Mfg. <input type="checkbox"/> Other <input type="checkbox"/> | |
| F. Have you deleted any assets reported on last year's return? | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| G. Do you maintain an inventory of merchandise available for sale? | No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, you must obtain a Merchant's License. |
| H. Does your business collect sales tax? | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| I. Do you hold leased or rented personal property belonging to others? | No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please complete lease section, or attach additional sheet. |
| J. Do you lease, rent or loan equipment to others? | No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please attach additional sheet |
| K. Are any other entities doing business at these premises? | No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please attach additional sheet |
| L. Is personal property for your company reported under another name? If so, print name, address and account number on the line below. | |

Name/Address _____ Account No. _____

PLEASE ANSWER THE FOLLOWING COMPLETELY AND ACCURATELY

- Business name and address (if different from above): _____
- Other DBA name: _____
- Buyer's name and address if sold: _____
- Physical location of personal property: _____
- Other Greene County locations: _____

AUTOMOBILES (List Pickups Below)	YEAR	MAKE (Chevrolet, Ford, Etc.)	MODEL (Lumina, Taurus, Etc.)	SERIES (SL, SE, Etc.)	STYLE (2 Dr., 4 Dr., Etc.)	HIGH MILEAGE	SALVAGE TITLE	VIN (Vehicle ID #) Required			
						Yes No	Yes No				
						Yes No	Yes No				
						Yes No	Yes No				
KIT AUTOMOBILE	YEAR	MAKE	MODEL / TYPE	INSURANCE VALUE			ESTIMATED VALUE				
PICKUP PICKUP	YEAR	MAKE	MODEL / TYPE	2 DR	4 DR	2WD	4WD	SIZE (1/2T, 3/4T)	DIESEL	TYPE OF CAB (Crew, Club, Etc.)	VIN (Vehicle ID #) Required
TRUCK TRUCK	YEAR	MAKE	MODEL / TYPE	BED TYPE	GVW	AXLES	ADDITIONAL EQUIP. COST (Excluding C and C)			VIN (Vehicle ID #) Required	
(Vehicles involved in interstate trucking must attach copy of Missouri Highway Reciprocity mileage; otherwise, vehicle will be assessed 1/3 of trade-in value.)				If Plates are Apportioned, Whose Authority?							
SEMI / TRACTORS	YEAR	MAKE	MODEL / TYPE	GVW	Apportioned Plate?		YES	NO	VIN (Vehicle ID #) Required		
SEMI TRAILERS	YEAR	MAKE	MODEL	BODY TYPE	MATERIAL	AXLES	LENGTH		VIN (Vehicle ID #) Required		
VANS, MINIVANS & SUVs	YEAR	MAKE	MODEL / TYPE	SERIES / HYBRID		2 DR	4 DR	2WD	4WD	VIN (Vehicle ID #) Required	
HIST. VEHICLE					Historic Plates? <input type="checkbox"/> YES <input type="checkbox"/> NO			EST. VALUE			
	YEAR	MAKE	MODEL	BODY TYPE	MATERIAL	LENGTH	AXLES				
UTILITY, STOCK & TRAVEL TRAILERS											
COMM. BUSES	YEAR	MAKE / MODEL			LENGTH			# PASSENGERS			
MOTOR HOMES	YEAR	MAKE / MODEL			LENGTH		SERIES				
MOTORCYCLES, ATVS	YEAR	MAKE (Harley, Honda, Etc.)	MODEL (Fat Boy, Gold Wing, Etc.)			2 WH	3 WH	4 WH	CC	TYPE: (ATV, Motorcycle, Scooter, Dirt Bike)	
						2 WH	3 WH	4 WH	CC	TYPE: (ATV, Motorcycle, Scooter, Dirt Bike)	
KIT AIRCRAFT	YEAR	MAKE	MODEL / TYPE	INSURANCE VALUE		KIT COST		PARTS COST		LABOR HOURS	
AIRPLANE	YEAR	MAKE	MODEL / SERIES	HANGER LOCATION		HRS FLOWN LAST YR	MAX CERTIFIED GROSS TAKEOFF WT.		PURCHASE PRICE \$		
HIST. AIRPLANE	YEAR	MAKE	MODEL / SERIES	HANGER LOCATION		HRS FLOWN LAST YR			INSURED VALUE \$		
BOAT	YEAR	MAKE	MODEL & TYPE			MATERIAL		INBOARD ?		LENGTH	
PERSONAL WATERCRAFT	YEAR	MAKE	MODEL & TYPE			MATERIAL		INBOARD ?		LENGTH	
MOBILE HOMES	YEAR	MAKE	MODEL	WIDTH	LENGTH	LOCATION:					
	ADDITIONAL ROOMS / GARAGES / DECKS										
	SIZE:										
GRAIN CROPS	CORN (Bu)		WHEAT (Bu)		HAY (TON)		SOYBEAN (Bu)		SILAGE (Bu)		OTHER
LIVESTOCK	COWS/BULLS		BARROWS/GILTS		EWES		HORSES		POULTRY		
	CALVES		SOWS		FEEDER LAMBS		MULES		BEE COLONIES		
	YEARLINGS		PIGS		SLAUGHTER LAMBS		GOATS		OTHER LIVESTOCK		
	EXOTIC ANIMALS		TYPE:		NUMBER OF:						
FARM MACH.	TYPE	YEAR	MAKE	MODEL		YEAR PURCHASED		PURCHASE PRICE			
	BRUSH HOG										
	COMBINE										
	BALER										
	TRACTOR										
	RAKE										
OTHER											

List ALL Equipment including that over 7 years of age.

Computers, Peripherals & Telephone Equipment - 5-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
All prior years	

Office Furniture, Fixtures & Equipment, Signs - 7-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Construction Equipment & Machinery - 5-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Professional, Medical, Dental & Lab Equipment, Store Restaurant & Bar Equipment, Kitchen Appliances/Goods - 5-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Household Goods for Hotel, Motel, Apartment Rental - 7-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Service Station, Bulk Plant, Car Wash Equipment - 7-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Construction in Progress – Not Real Estate - 7-Year Life

Cost of Materials / Equipment on Hand Jan. 1	

DVD/VHS Movies, Game / Vending Machines - 3-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
All prior years	

Equipment & Supplies Not Held for Resale - 5-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Dies, Molds, Jigs, Special Tooling - 3-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
All prior years	

Manufacturing Equipment & Machinery - 7-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Industry Specific Machinery Type: _____

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Other Business or Manufacturing Equipment - 7-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
2009	
All prior years	

Pollution Control Equipment - 7-Year Life

Yr. of Acquisition	Cost
2014	
2013	
2012	
2011	
2010	
All prior years	

Business and manufacturing equipment will be valued using the IRS Modified Accelerated Cost Recovery System.

