

# 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  
greenecountymo.gov

**AVOID PENALTY Return by March 1, 2016**

# 2016 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.*



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 1<sup>st</sup> 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@greenecountymo.gov](mailto:cheard@greenecountymo.gov) or [bpurdy@greenecountymo.gov](mailto:bpurdy@greenecountymo.gov) or [gspangenberg@greenecountymo.gov](mailto:gspangenberg@greenecountymo.gov)

### 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.  Partnership  Sole Prop.  Retail  Wholesale  Trades  Prof.  Mfg.  Other   
F. Have you deleted any assets reported on last year's return? No  Yes   
G. Do you maintain an inventory of merchandise available for sale? No  Yes  If yes, you must obtain a Merchant's License.  
H. Does your business collect sales tax? No  Yes   
I. Do you hold leased or rented personal property belonging to others? No  Yes  If yes, please complete lease section, or attach additional sheet.  
J. Do you lease, rent or loan equipment to others? No  Yes  If yes, please attach additional sheet  
K. Are any other entities doing business at these premises? No  Yes  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: \_\_\_\_\_



<b>AUTOMOBILES</b> (List Pickups Below)	VIN (Vehicle ID #) Required		YEAR	MAKE (Chevrolet, Ford, Etc.)	MODEL (Lumina, Taurus, Etc.)	SERIES (SL, SE, Etc.)	STYLE (2 Dr., 4 Dr., Etc.)	HIGH MILEAGE	SALVAGE TITLE			
								Yes No	Yes No			
								Yes No	Yes No			
								Yes No	Yes No			
<b>KIT AUTOMOBILE</b>	YEAR	MAKE	MODEL / TYPE		INSURANCE VALUE		ESTIMATED VALUE					
<b>PICKUP PICKUP</b>	VIN (Vehicle ID #) Required		YEAR	MAKE	MODEL / TYPE	2 DR	4 DR	2WD	4WD	SIZE (1,2T, 3,4T)	DIESEL	TYPE OF CAB (Crew, Club, Etc.)
<b>TRUCK TRUCK</b>	VIN (Vehicle ID #) Required		YEAR	MAKE	MODEL / TYPE	BED TYPE	GVW	AXLES	ADDITIONAL EQUIP COST (Excluding C and C)			
(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?							
<b>SEMI /TRACTORS</b>	VIN (Vehicle ID #) Required		YEAR	MAKE	MODEL / TYPE	GVW	Apportioned Plate?		YES	NO		
<b>SEMI TRAILERS</b>	VIN (Vehicle ID #) Required		YEAR	MAKE	MODEL	BODY TYPE	MATERIAL	AXLES	LENGTH			
<b>VANS, MINIVANS &amp; SUVs</b>	VIN (Vehicle ID #) Required		YEAR	MAKE	MODEL / TYPE	SERIES / HYBRID		2 DR	4 DR	2WD	4WD	
<b>HIST. VEHICLE</b>					Historic Plates? <input type="checkbox"/> YES <input type="checkbox"/> NO		EST. VALUE					
<b>UTILITY, STOCK &amp; TRAVEL TRAILERS &amp; BOAT</b>	YEAR	MAKE	MODEL		BODY TYPE	MATERIAL	LENGTH	AXLES				
<b>COMM. BUSES</b>	YEAR	MAKE / MODEL			LENGTH	# PASSENGERS						
<b>MOTOR HOMES</b>	YEAR	MAKE / MODEL			LENGTH	SERIES						
<b>MOTORCYCLES BIKES ATVs</b>	VIN (Vehicle ID #) Required		YEAR	MAKE (Harley, Polaris, Qlink)	MODEL (Falboy, STV, Scooter)	TYPE (2 Whl, 3 Whl, 4 Whl)		CC or HP				
<b>KIT AIRCRAFT</b>	YEAR	MAKE	MODEL / TYPE		INSURANCE VALUE	KIT COST	PARTS COST	LABOR HOURS				
<b>AIRPLANE</b>	YEAR	MAKE	MODEL / SERIES		HANGER LOCATION	HRS FLOWN LAST YR	MAX CERTIFIED GROSS TAKEOFF WT.		PURCHASE PRICE \$			
<b>HIST. AIRPLANE</b>	YEAR	MAKE	MODEL / SERIES		HANGER LOCATION	HRS FLOWN LAST YR			INSURED VALUE \$			
<b>BOAT</b>	YEAR	MAKE	MODEL & TYPE			MATERIAL	INBOARD ?	LENGTH				
<b>PERSONAL WATERCRAFT</b>	YEAR	MAKE	MODEL & TYPE			MATERIAL	INBOARD ?	LENGTH				
<b>MOBILE HOMES</b>	YEAR	MAKE	MODEL	WIDTH	LENGTH	LOCATION:						
							ADDITIONAL ROOMS / GARAGES / DECKS					
							SIZE:					
<b>GRAIN CROPS</b>	CORN (Bu)		WHEAT (Bu)		HAY (TON)		SOYBEAN (Bu)		SILAGE (Bu)		OTHER	
<b>LIVESTOCK</b>	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:							
<b>FARM MACH.</b>	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
2015	
2014	
2013	
2012	
2011	
All prior years	

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

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
All prior years	

**Construction Equipment & Machinery - 5-Year Life**

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
All prior years	

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

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
All prior years	

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

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
All prior years	

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

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
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
2015	
2014	
2013	
All prior years	

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

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
All prior years	

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

Yr. of Acquisition	Cost
2015	
2014	
2013	
All prior years	

**Manufacturing Equipment & Machinery - 7-Year Life**

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
All prior years	

**Industry Specific Machinery Type: \_\_\_\_\_**

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
All prior years	

**Other Business or Manufacturing Equipment - 7-Year Life**

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
2010	
All prior years	

**Pollution Control Equipment - 7-Year Life**

Yr. of Acquisition	Cost
2015	
2014	
2013	
2012	
2011	
All prior years	

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

GREE2 - 220 (Rev 10/15)

**039B**



