



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

March 15, 2012

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 1st of each year.

Enclosed, please find your "2012 Personal Property Signed Statement" (tax return) and the associated forms and schedules.

On the reverse hereof is a detailed set of instructions. Also, our website includes a Sample "Schedule D" you may find useful when completing your return: www.co.weber.ut.us/assessor/personalprop.

NEW FOR 2012

E-File: Weber County is pleased to offer the option of filing and paying your Personal Property Tax "On-Line". Refer to the secure password found on the first page of your Signed Statement and go to our website: www.co.weber.ut.us/assessor/personalprop click on the "Online filing" button for complete instructions, forms, and payment options. Filing On-Line is quick, safe, and efficient.

Tax Exempt: A business with an aggregate taxable value of \$3,900 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 \$3,900. Please refer to the Signed Statement for application information and instructions. **Your application for exemption may only be considered with a completed Signed Statement of Personal Property.**

Your Signed Statement and tax payment are due on or before May 15, 2012. Past due accounts will be subject to penalty and interest at the rate of 7 % annually.

If you no longer own this business or your business has closed, please complete the "Business Change Form" (yellow form) that is included in your filing packet and return to our office.

We have staff available to answer your questions on the phone or in person. Please call (801)399-8572. Our office hours are Monday through Friday 8 a.m. to 5 p.m.

Sincerely,

John Ulibarri
Weber County Assessor

Utah Code: 59-2-307- ... any person who does not file a signed statement 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 affidavit. The penalty imposed by this section may not be waived or reduced by the assessor, county commission, or county board of equalization.



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

2012 Personal Property Tax Instructions

Save time and file "On-Line": 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, 2012 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 (column B) on the 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 (green form), 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 2012 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 2011, 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.

Utah Code: 59-2-307- ... any person who does not file a signed statement 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 affidavit. The penalty imposed by this section may not be waived or reduced by the assessor, county commission, or county board of equalization.