



Personal Property Correction Fee Policy

The Personal Property Correction Fee exists to reimburse the county for costs incurred by individual taxpayers according to County Codified Ordinance #21 1.02(e), order #209-03. As such, it is only applied in cases where the tax roll correction is being made because of **improper/incomplete** filing by the taxpayer.

Improper or incomplete filing is defined as:

- I. Non-filing
- II. Incomplete filing that would affect value, and
- III. Incorrect filing.

I. Non-filing. This is when the taxpayer does not file a Personal Property Return. In such cases, the Assessor's Office is required to put a value on the tax roll using the *best available information*. Best available information includes: trended values from previous years' filing, typical values based on county averages for taxpayer's type of business (this takes into account whether or not the taxpayer has a commercial location, any leases that leasing companies might be reporting to us that might suggest what size business is being operated, etc.), leases that are being reported by leasing companies, business registries with the Oregon Secretary of State, phone book listing, city business licenses, city permits for buildings/signs, county listings of travel accommodations or senior services providers, and employee field discoveries. If the non-filing taxpayer disagrees with the assessment made using the best available information, then they are required to pay the personal property correction fee in order to correct the tax roll. They are also required to provide better information on which to base the assessment -- this includes filing a complete Personal Property Return.

II. Incomplete Filing. This is when the taxpayer attempts to file a Personal Property Return, but the filing has incomplete information. Incomplete information includes: missing purchase years, missing purchase costs, missing equipment descriptions, or any case where an Additional Information Request is issued by the Assessor's Office and mailed to the taxpayer. In such cases, the Assessor's Office is required to put a value on the tax roll using the *best available information*. Best available information includes: Oregon Department of Revenue standards for equipment values, Machinery & Equipment guides, Hotel & Restaurant equipment guides, price listings for wholesalers such as Wal-Mart or Costco, and all that was defined as *best available information* in paragraph I.

III. Incorrect Filing. This is when the taxpayer files a return that appears to be complete; however, the taxpayer listed incorrect information on the Personal Property Return. Incorrect information includes: incorrectly listed purchase costs or years, incorrectly reporting the presence of equipment on the assessment date when said equipment was not present, or any such change from what the taxpayer originally reported.

In all other cases when a tax roll correction is necessary, no Personal Property Correction Fee is assigned.