

# Slide 1 Locally Assessed Property Schedules

Welcome to the Original Assessment Outreach training video on Locally Assessed Property Schedules. I'm Stacey Cowan, staff member of the Original Assessment team. The other team members are Sandy Wankum, Outreach Coordinator and Rosella Schad, Manager.

# LOCALLY ASSESSED PROPERTY SCHEDULES

- (1) Schedule 14 Page 1
- (2) Schedule 15OP Real Operating Property
- (3) CWIP Real
- (4) Schedule 16 Items Requiring Registration with the MO DOR
- (5) Tangible Personal Property Declaration
- (6) Schedule 15NP Real Nonoperating Property
- The locally assessed property schedules must be submitted to the County Assessor by April 1



Original Assessment Section - State Tax Commission of Missouri 2021

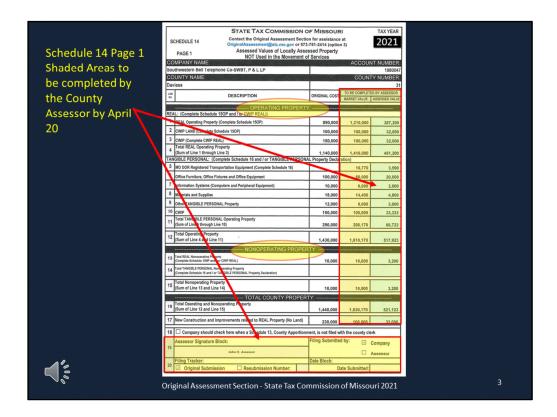
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### Slide 2 Locally Assessed Property Schedules

The locally assessed property schedules have been incorporated into an Excel workbook. The Excel workbook consists of six worksheets. The locally assessed property schedules must be submitted to the County Assessor by April 1. The Original Assessment Section can create the local property schedules in an expanded Excel workbook for a County Assessor that needs multiple pages for a company. Contact Sandy Wankum at 573-751-1709 or sandy.wankum@stc.mo.gov.

- (1) **Schedule 14** Page 1 (Schedule 14 Page 1 will be referred to as Schedule 14 throughout this presentation.)
  - The Schedule 14 Page 2 (the company affidavit) is submitted only once with the original submission to the County Assessor and will be covered in Slide 5.
- (2) **Schedule 150P** Real Operating Property
- (3) **CWIP Real** (Construction Work in Progress)
- (4) **Schedule 16** Items Requiring Registration with the Missouri Department of Revenue (MO DOR)
- (5) Tangible Personal Property Declaration
- (6) **Schedule 15NP** Real Nonoperating Property

A centrally assessed company with no locally assessed property should not submit Local Schedules to the County Assessor.



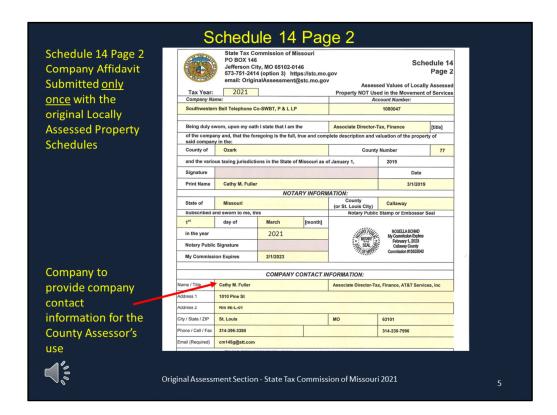
## Slide 3 Schedule 14 Page 1

- The Schedule 14 has Real property and Personal property grouped by classification.
- The Schedule 14 has Operating property listed in the first section and Nonoperating property listed in the second section.
- The Company determines what property is Nonoperating property.
- The shaded areas in the far right columns on the Schedule 14 are for the County Assessor to complete the market values and assessed values by April 20.
- The bottom shaded section contains the Assessor signature block and will be covered on Slide 4.
- Sample data for Southwestern Bell Telephone Company for Ozark County will be presented in this training video.

Schedule 14 Page 1 Line 18, Line 19, Line 20	
Assessor Signature Block:  Filling Tracker:  Original Submission Resubmission Number:	Filing Submitted by: Company  Date Block:  Date Submitted:
Line 18 The Company checks the box if they have no miles of line in the county but have local property such as vehicles County Clerk: cross reference Line 18 to Schedule 13s to confirm that no Schedule 13 was filed  Line 19 and Line 20 The County Assessor uses the "Filing Submitted by: Company" checkbox on Line 19 and the "Filing Tracker: Original Submission" checkbox on Line 20, to indicate this is the Company's original filing to the County Assessor; the County Assessor uses the filing checkboxes on Line 19 and 20 when there is a Resubmission filing; refer to page 4 of the Original Assessment Resource Manual for more details  Original Assessment Section - State Tax Commission of Missouri 2021	

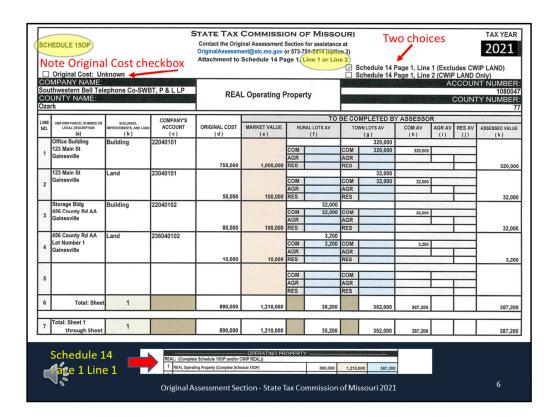
#### Slide 4 Schedule 14 Page 1 Line 18, Line 19, and Line 20

- The Schedule 14 bottom shaded section is for the County Assessor to complete.
   The Company should check the checkbox in Line 18 if no miles of line are located in the county, but has reported local property.
  - Example: Vehicles are reported to the County Assessor on Schedule 16 but no Schedule 13 was filed with the County Clerk by the Company.
- The County Clerk may use Line 18 as a cross reference to the filed Schedule 13s.
- The County Assessor's signature in the "Assessor Signature Block:" in Line 19 may be handwritten, typed, or affixed digitally.
- The County Assessor should check the checkbox in the "Filing Submitted by:" block in Line 19 to indicate "Company submission" or "Assessor submission".
- The County Assessor should check the checkbox in the "Filing Tracker:" block in Line 20 to indicate "Original Submission" or "Resubmission Number:", and enter a resubmission number in the block to the right. The "Original Submission" checkbox is always checked for the Company's original submission.
- Example: The first resubmission is number 1, the second resubmission is number 2, etc.
- The County Assessor should enter the date completed in the "Date Submitted:" block.
- Resubmission copies are returned to the Company, County Clerk, and the Original Assessment Section.



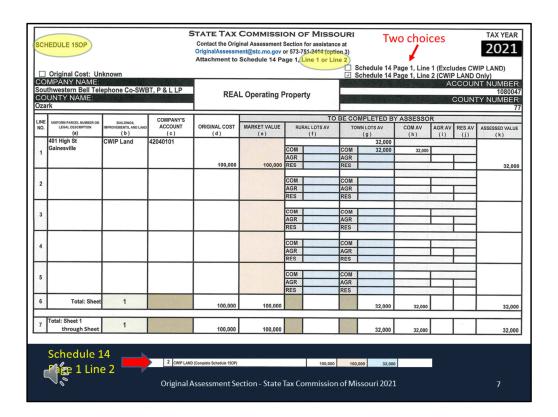
#### Slide 5 Schedule 14 Page 2

- The Schedule 14 Page 2 is submitted only once by the Company when they submit the original Locally Assessed Property Schedules to the County Assessor.
- The Company provides their contact information at the bottom of the Schedule 14 Page 2 for the County Assessor's use.



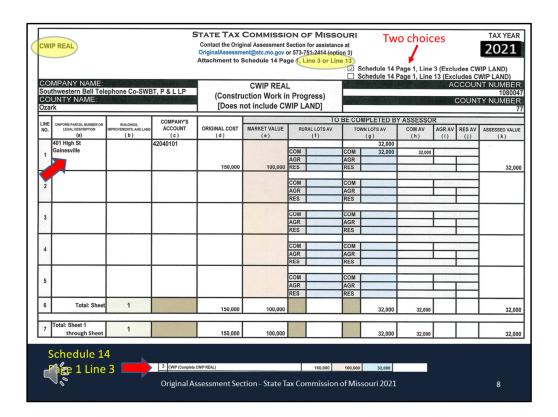
#### Slide 6 Schedule 15 OP

- The Schedule 15OP may be used for Line 1 or Line 2 of the Schedule 14 with Line 1 designated for REAL Operating Property and Line 2 designated for CWIP LAND only.
- The shaded areas in the far right columns for location and classification designations are important for proper tax billing and reporting purposes.
- The Company may check the "Original Cost: Unknown" checkbox if the original cost is unknown.
- Example: A railroad purchased the property a hundred years ago and does not know the original cost.
- In the sample shown, we have designated the entries on the Schedule 15OP as "REAL Operating Property" and the entries will be included on Schedule 14, Line 1.



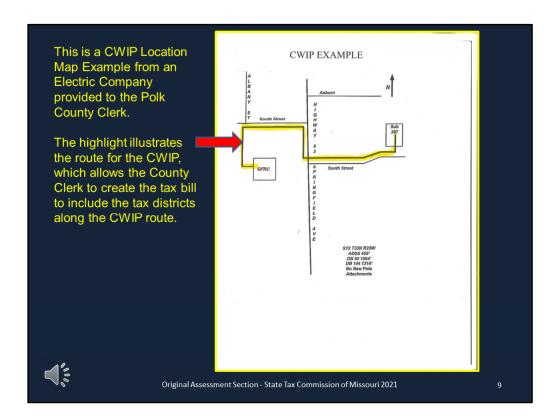
#### Slide 7 Schedule 15OP CWIP LAND

- The Schedule 15OP may be designated for CWIP LAND Only.
- The Company may check the "CWIP LAND Only" checkbox to indicate this land is included as part of their CWIP.
- In the sample shown, we have designated the entries on the Schedule 15OP as "CWIP LAND Only" and will be included on Schedule 14, Line 2.



#### Slide 8 CWIP REAL

- The Schedule for CWIP REAL may be used for Line 3 or Line 13 of Schedule 14, with Line 3 designated for Operating CWIP REAL Property and Line 13 designated for Nonoperating CWIP REAL Property.
- The Company should provide the location information for the CWIP reported on this schedule. If a Company fails to provide location information, a County Assessor should use the contact information on Schedule 14 Page 2. We will go over an example of Company location information for CWIP on Slide 9.
- In the sample shown, the CWIP has been classified as real property and does not include any CWIP LAND and will be included on Schedule 14, Line 3.

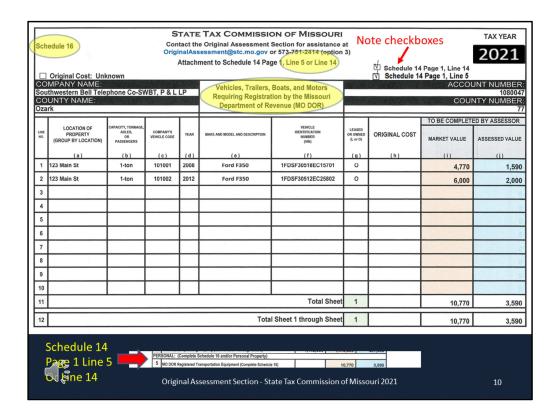


#### Slide 9 CWIP Location Map Example

This CWIP location map presented in this training video was received by the Polk County Clerk. After the company failed to provide location information with the local schedules, the Polk County Clerk made an inquiry to the Company and the Company provided this map outlining where the CWIP project was located.

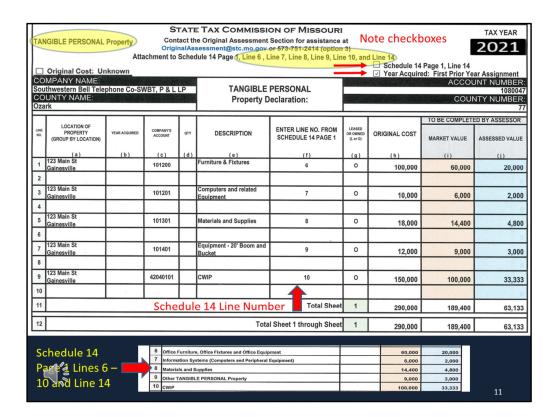
The highlighted path on the map illustrates the route for the CWIP and allows the County Clerk to create the tax bill to include the proper taxing jurisdictions for the CWIP project.

The Company reporting CWIP Real Property and/or CWIP Personal Property should provide accurate location information for proper tax billing.



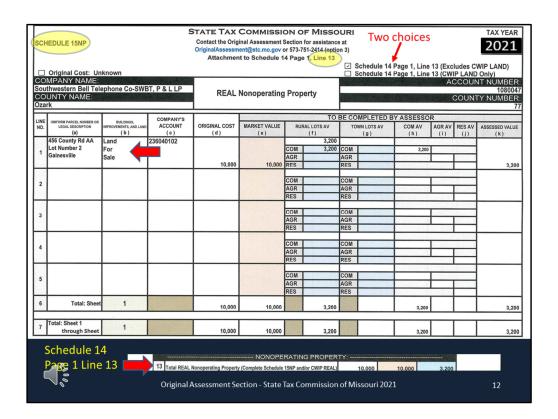
#### Slide 10 Schedule 16

- The Schedule 16 must be used to report all Vehicles, Trailers, Boats, and Motors, requiring registration by the Missouri Department of Revenue or (MO DOR).
- The Schedule 16 may be used for Line 5 or Line 14 of the Schedule 14, with Line 5 designated for Operating registered items and Line 14 for Nonoperating registered items.
- The County Assessor determines the Market Value and Assessed Value of the Company's registered personal property items based on statutory requirements to use the National Automobile Dealers Association Guide or (NADA).
- The Schedule 16 is only for personal property requiring registration by the MO DOR. The Schedule 16 is NOT intended to be used to report equipment added to a MO DOR registered item.
- Example: Equipment added to a vehicle, such as a boom mounted to the chassis
  of a work truck, should be reported on the Tangible Personal Property Declaration
  because these items are depreciable under Section 137.122, RSMo. Some
  Railroad and Utility Companies are continuing their efforts to comply with this
  requirement.
- In the sample shown, the items will be included on Line 5 of the Schedule 14.



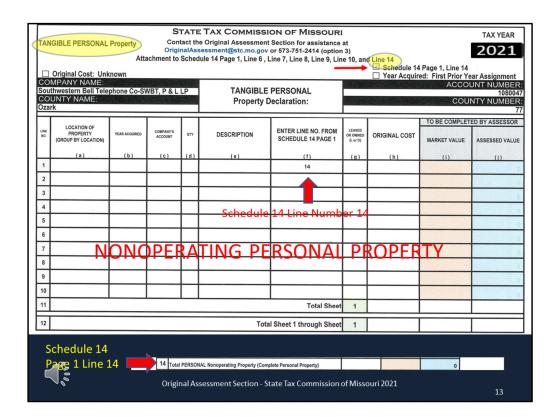
#### Slide 11 Tangible Personal Property Declaration

- The Schedule for Tangible Personal Property Declaration identifies property to be reported on Lines 6, 7, 8, 9, 10, and 14 on the Schedule 14.
- The Company may check the "Schedule 14 Page 1, Line 14" checkbox to designate Nonoperating Tangible Personal Property.
- The Company may check the "Year Acquired: First Prior Year Assignment" checkbox when the Company does not know the year acquired.
- The Schedule for Tangible Personal Property Declaration allows for identifying the proper asset class life and depreciation rate from the depreciation table in Section 137.122, RSMo.
- The Company should designate the corresponding Schedule 14 line number for each entry. This line number is entered in the "ENTER LINE NO. FROM SCHEDULE 14 PAGE 1" column.



#### Slide 12 Schedule 15NP

- The Schedule 15NP is used for Line 13 of the Schedule 14. The Schedule 15NP may be used for REAL Nonoperating Property or Nonoperating CWIP LAND Only by checking the appropriate checkbox.
- In the sample shown, we designated the entry, Nonoperating Land for Sale, as Real Nonoperating Property on the Schedule 15NP, by checking the top checkbox.
- The Company checks the "CWIP LAND Only" checkbox when land is part of Nonoperating CWIP.



# Slide 13 Nonoperating Tangible Personal Property Declaration

- The Tangible Personal Property Declaration is used for Nonoperating Tangible Personal Property by checking the "Schedule 14 Page 1, Line 14" checkbox.
- The Company should designate the corresponding Schedule 14 line number for each entry. This line number is entered in the "ENTER LINE NO. FROM SCHEDULE 14 PAGE 1" column.

# For additional assistance contact:

State Tax Commission of Missouri Original Assessment Outreach

https://stc.mo.gov https://moftp.mo.gov OriginalAssessment@stc.mo.gov

- Sandy Wankum, Outreach Coordinator 573-751-1709
- Stacey Cowan, Appraisal Specialist 573-751-1708
- Rosella Schad, PE, CPA, Manager 573-751-1729



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#### Slide 15 Reaching the Outreach Coordinator

Thank you for viewing the Outreach Training video on Locally Assessed Property. Contact Sandy Wankum, the Original Assessment Outreach Coordinator, at 573-751-1709 for additional assistance. You may also send an email to Original Assessment@stc.mo.gov.