



STATE TAX COMMISSION OF MISSOURI
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Instructions — Aggregate Statement of Taxable Property

TELECOMMUNICATIONS COMPANIES

The Missouri State Tax Commission (Commission) is responsible for the valuation and assessment of the distributable commercial real and personal property of Centrally Assessed Railroad and Utility Companies (CARUC), the distributable personal property of Commercial Aircraft Owned by Airlines (CAOBA) and Centrally Assessed Private Car Companies, and the personal property of Commercial Aircraft Owned by Others (CAOBO) in Missouri.

For these centrally assessed entities, the Aggregate Statement of Taxable Property is used by the Commission to determine the fair market value of the property as of January 1 of the current year. This includes the Form 30 and associated schedules.

Reporting Requirements

The president or any authorized officer of these entities that operate within the State of Missouri shall furnish the Commission a statement, duly subscribed and sworn to by the president or authorized officer before a sworn officer authorized to administer oaths. The total amount of property owned, used, leased or under the charge, care or management of the taxpayer as of the first day of January in the current year must be reported.

The Aggregate Statement of Taxable Property workbook is sent by the Original Assessment Section by email at the beginning of the tax year. An Aggregate Statement of Taxable Property workbook is also available online at the State Tax Commission Website.

The Aggregate Statement of Taxable Property **MUST** be submitted electronically to the Original Assessment Section through the File Transfer Protocol (FTP) website at <https://moftp.mo.gov> or by email to OriginalAssessment@stc.mo.gov. **The company's account number must be included in the subject line of all emails.**

If a centrally assessed company fails to make these reports as required within the time prescribed and has not received a written extension of time, the Commission shall increase, by four percent, the assessed value of the distributable property.

A new entity should request a copy of the Commission's Aggregate Statement of Taxable Property from the Original Assessment Section or retrieve one from the State Tax Commission website. A new account number will be assigned to a new entity after the Commission receives all the required documents.

Deadlines

- April 1:** The Locally Assessed Property Schedules and supporting documentation for each applicable county must be submitted by each centrally assessed cable telephone company to the county assessor. The county assessor provides a breakdown of the market value and assessed value on each schedule.
- April 15:** A Schedule 4CT and Schedule 13CT with the percent of subscribers for each applicable county must be submitted by each centrally assessed cable telephone company to the county clerk and the Original Assessment Section.
- April 15:** The Aggregate Statement of Taxable Property, except for the schedules due on or before May 1, must be submitted by each centrally assessed cable telephone company to the Original Assessment Section.
- April 20:** The Locally Assessed Property Schedules must be certified and submitted by the county assessor to the county clerk, the centrally assessed cable telephone company, and the Original Assessment Section.
- May 1:** All Locally Assessed Property Schedules, certified by the county assessors and supporting documentation, must be submitted by each centrally assessed electric company with Local Market Value Schedules, to the Original Assessment Section at OriginalAssessment@stc.mo.gov.

Required Documents

▪ **Form 30 – Aggregate Statement of Taxable Property**

The Form 30 cover sheet must have the company contact data and a contact’s email address entered in at least one of the following blocks: Company Information or Notification Information. The priority contact should be identified if both sections are completed.

Company Information: The company name provided shall be the exact legal name of the respondent and the address shall be of the company headquarters. The contact name and title shall be the authorized officer responsible for the filing. The phone number, fax, and address information should be provided to facilitate communications on issues related to the filing.

Requirement for the Form 30: An email address MUST be provided.

All entities are required to designate an email address for correspondence. The Commission will use this email address for sending official documents or notifications, including “Certification of Value” to the company or its agent. It is the company’s responsibility to notify the Original Assessment Section throughout the year of a change in the email address.

Notification Information: If notices should be directed to a responsible party other than the authorized officer, e.g., tax department manager or tax agent, alternative contact information must be provided in the Notification Information block.

Billing Information: If billing should be directed to another responsible party other than the individual entered in the Company block or Notification block, the billing contact information must be provided in the Billing Information block.

▪ **Schedule 1 – Company Organization – General Information**

This schedule identifies the Company’s Organization Information. Section D of this schedule must be completed with a notarized signature by an authorized officer.

▪ **Schedule 2 – Taxation by States**

This schedule identifies all states with property. If there are no interstate operations, enter “No Interstate Operations.” The “Market Unit Value for Taxation” column should represent the final market value for the prior year, before any allocation, for those states that value the company’s property under the “unit rule.”

▪ **Schedule 3TE – Telecommunications State Allocation Factors**

This schedule identifies the system amounts and the allocation amounts for Missouri.

Construction Work in Progress (CWIP) entries must be broken down into “Betterment” and “Maintenance,” with supporting source documents provided.

A general ledger for Capitalized Computer Software, showing total capitalized cost, accumulated amortization, and the net book value, should be provided, if available.

▪ **Schedule 4CT – Percent of Subscribers and Schedule 13CT – County Apportionment**

Schedule 4 identifies the total percent of subscribers located in each county and should reconcile with the county wide entry on each county’s Schedule 13CT. The Schedule 4CT and Schedule 13CT workbook is to be returned by April 15 in the Excel format provided.

Schedule 13CT itemizes, by county, the company’s percent of subscribers. At the beginning of each tax year, the Original Assessment Section sends to each company a company-specific Schedule 13CT workbook by email, populated with the company name and account number, and the percent of subscribers, reported to the Commission in the prior tax year.

This Excel workbook must be updated for the current tax year with data entry of miles of line to exactly two decimal places (one-hundredth of a mile) and submitted to the Original Assessment Section. Only make entries in the “[Year] Updates” column for political subdivisions that have different miles of line compared to the prior year. If no miles of line change occurred in a political subdivision, the “[Year] Updates” column on the right side of Schedule 13, MUST be left blank. All taxing jurisdictions that are currently active are listed for each county.

The company also submits a county specific worksheet to each county clerk where the company has subscribers. The company should provide the company’s contact information when submitting their Schedule 13CT to the county clerk. This information is for assisting the county clerk with inquiries on subscribers and billing inquiries.

- **Schedule 5 – Leased Equipment**

This schedule identifies the tax liability on property with operating leases. If the leases are capitalized, they would be included as plant in service. Enter “No Leased Equipment” if the company has no leased equipment.

- **Schedule 6TE – Telecommunications Real and Personal Allocation**

This schedule identifies the breakout of real and personal property. The aggregate real percentage is applied to the allocated distributable property value in Missouri to determine the distributable real property value. The aggregate personal percentage is applied to the allocated distributable property value in Missouri to determine the distributable personal property value.

- **Schedule 7 – Balance Sheet**

This schedule identifies the components of the Balance Sheet. If an audited regulatory report must be filed with a regulatory agency, then this audited regulatory report, with balance sheet, must be submitted to satisfy the completion and reporting of this schedule. Otherwise, a comparative balance sheet must be completed and reported in its entirety.

- **Schedule 8 – Income Statement**

This schedule identifies the components of the Income Statement. If an audited regulatory report must be filed with a regulatory agency, then this audited regulatory report, with income statement, must be submitted to satisfy the completion and reporting of this schedule. Otherwise, a comparative income statement must be completed and reported in its entirety.

- **Schedule 9 – Capital Stock**

This schedule identifies the components of Capital Stock. If there is zero capital stock, enter “No Capital Stock.” Report stock splits and capital stock issues that occurred in the previous calendar year. Attach a complete explanation of how the Market Price was determined, including any discounting or imputed rate, if used.

- **Schedule 10 – Long Term Debt**

This schedule identifies components of Long Term Debt. If there is zero long term debt, then enter “No Long Term Debt.” Attach a complete explanation of how the Market Price was determined, including any discounting or imputed rate, if used. Identify the market rate of interest at which the bond was discounted, if not publicly traded. Report bond ratings as determined by the rating agency, e.g., Moody’s or Standard & Poor’s.

Subsidiary – a reporting company that is a subsidiary of a Parent company must complete this section along with the Parent company section.

Parent – a reporting company that is not a subsidiary of another entity. Any subsidiary that received economic benefit from specific Bonds of Indebtedness must record those issues.

- **Schedule 18TE – Telecommunications Statistics for Missouri Distributable Property**

This schedule identifies the amount of Missouri Plant and distributable real property consisting of land and buildings, as well as all other distributable real property and tangible personal property of the centrally assessed company.

By checking the schedule’s checkbox in the upper left, a company is designating that they are electing the “Property Valuation Option for a Telecommunications Company” with the provisions, as applicable, of the methodology utilized under Section 137.122 RSMo.

LOCAL MARKET VALUE SCHEDULES

Documentation due on or before May 1

A copy of all Locally Assessed Property Schedules certified by the county assessors, and supporting documentation, must be submitted with the Local Market Value Schedules to the Original Assessment Section.

- **Schedule 11 – Summary of Locally Assessed Nonoperating Property**

This schedule identifies Nonoperating Property that is locally assessed on Schedule 14 Page 1.

The Market Value amount for this schedule is obtained from Schedule 14 Page 1, Line 13 for Nonoperating REAL Property and obtained from Schedule 14 Page 1, Line 14 for Nonoperating PERSONAL Property, as determined and entered by the county assessor in the Market Value column. The company’s plant account number in which this property is classified, should be noted on the supporting documentation. By using the schedule’s checkbox in the upper left, a company is designating that they have no entries for this schedule.

- **Schedule 11NCI – New Construction and Improvements (NCI) and Construction Work in Progress (CWIP) Summary of Locally Assessed Nonoperating Property**

This schedule is a subset of Schedule 11, meaning that Total CWIP on Schedule 11NCI will be rolled up and included in the Total reported on Schedule 11. Schedule 11NCI identifies New Construction and Improvements for Nonoperating Property.

New Construction and Improvements is the incremental increase in build-out of Real Property in the current year over the first prior year. This schedule must be completed by all companies with Nonoperating New Construction and Improvements and/or Nonoperating Construction Work in Progress (CWIP). By using the schedule’s checkbox in the upper left, a company is designating that they have no entries for this schedule.

The information for this schedule is obtained from Schedule 14 Page 1, Line 13 and Line 14. The amount from Schedule 14 Page 1, Line 13 and Line 14, can be none, some, or all of these lines, depending on the company’s specific build-out.

- For the Real Property - New Construction and Improvements - Original Cost column: Enter the Original Cost, from Schedule 14 Page 1, Line 13, that is attributable to NCI.
- For the Real Property - New Construction and Improvements - Assessed Value column: Enter the Assessed Value, from Schedule 14 Page 1, Line 13, that is attributable to NCI.

- For the CWIP Real and the CWIP Personal columns: Enter the Original Cost for CWIP from Schedule 14 Page 1, Line 13 for CWIP Real and the Original Cost for CWIP Personal from Schedule 14 Page 1, Line 14.

- **Schedule 12 – Summary of Locally Assessed Operating Property**

This schedule identifies Operating Property that is locally assessed on Schedule 14 Page 1.

The Market Value amount for this schedule is obtained from Schedule 14 Page 1, Line 4 for Operating Real Property and from Schedule 14 Page 1, Line 11 for Operating Personal Property, as determined and entered by the county assessor in the Market Value column. By using the schedule’s checkbox in the upper left, a company is designating that they have no entries for this schedule.

- **Schedule 12NCI – New Construction and Improvements (NCI) and Construction Work in Progress (CWIP) Summary of Locally Assessed Operating Property**

This schedule is a subset of Schedule 12, meaning that Total CWIP on Schedule 12NCI will be rolled up and included in the Total reported on Schedule 12. This schedule identifies New Construction and Improvements for Operating Property. New Construction and Improvements is the incremental increase in build-out of Real Property in the current year over the first prior year. This schedule must be completed by all companies with Operating New Construction and Improvements and/or Operating Construction Work in Progress (CWIP). By using the schedule’s checkbox in the upper left, a company is designating that they have no entries for this schedule.

The information for this schedule is obtained from Schedule 14 Page 1, Line 1, Line 3 and Line 10.

- For the Real Property - New Construction and Improvements - Original Cost column: Enter the Original Cost, from Schedule 14 Page 1, Line 1 and Line 3, that is attributable to NCI.
- For the Real Property - New Construction and Improvements - Assessed Value column: Enter the Assessed Value, from Schedule 14 Page 1, Line 1 and Line 3, that is attributable to NCI.
- For the CWIP REAL and the CWIP PERSONAL columns: Enter the Original Cost for CWIP from Schedule 14 Page 1, Line 3 for CWIP REAL and from Schedule 14 Page 1, Line 10 for CWIP PERSONAL.

- **Locally Assessed Property Schedules (Schedule 14, Schedule 15OP, Schedule 15NP, Schedule 16, CWIP REAL, and Tangible Personal Property Declaration)**

These schedules identify **ALL** locally assessed property for each county that is NOT used in the movement of services. These schedules are included in a Locally Assessed Property workbook that is sent to companies. It is also available online on the State Tax Commission website. Instructions are sent separately, and are also available online. The values reported on Locally

Assessed Property Schedules must be directly reflected in the Locally Assessed Market Value Schedules.

- **Revised Documentation**

An amendment should be dated and identified as such by including amendment or revision in the title of the document. The same procedure is used for submitting amendments as the submission of the original documentation. **NOTE:** When an amendment occurs, the centrally assessed company must provide the Original Assessment Section with the changes made.

- **Document Retention**

Retain a copy of the company’s original papers, amendments, and/or the Excel workbook(s) for the company’s work file.

Certification

The company representative will receive an email notification with instructions to review certification and amended certification information on the Commission’s website at <https://stc.mo.gov>.

To navigate to the certification information, select the tab for the “Railroad and Utilities” section and then the “Certifications” link. Under the “Certifications by Tax Year” banner, select the “Certifications by: Company” link. Under the “Company Certifications” banner, select the current tax year from the “Tax Year” drop down menu, enter the company name or company account number in the “Company” text box, and then select the “Search” button. Select the “View” link for the company’s entry to view the report.

Taxing Jurisdictions

The “Taxing Jurisdictions by County” and “School Districts By County” workbooks identify the districts by name description and district code in each county and St. Louis City. The workbooks are available on the Commission’s website at <https://stc.mo.gov>.

To navigate to these workbooks, select the tab for the “Clerks” section and then select the “Certifications” link. Select the “Taxing Jurisdictions By County” link or the “School Districts By County” link below the “Taxing Jurisdictions by County” banner.

These Excel workbooks are annual reference documents for each county and St. Louis City.

Assistance

Contact Jacob Sones, Appraisal and Assessment Specialist – Original Assessment Section at 573-751-1708 or jacob.sones@stc.mo.gov or Heather Stiles, Manager – Original Assessment Section at 573-526-6403, or heather.stiles@stc.mo.gov for assistance.