

FILING INSTRUCTIONS - DECLARATION TEMPLATE

Print this instruction sheet for reference before you begin the process.
 Click on worksheet tab "Department Codes - Expanded List" and print a copy.
 Click on worksheet tab "Business Personal Property Declaration & Asset Listing".
 This is the template you will use to complete your current year filing.
Follow the steps below:

1. Complete questions 1-4 on the Business Personal Property Declaration & Asset Listing.

2. Prepare the asset listing (based on the option selected from question 5).

You may use this template to import or key in your asset listing. You may resize columns to suit data requirements, but please do not delete or alter the sequence of any of the columns.

Complete list:

List all personal property owned, rented, leased, or controlled, as of July 1 of Fiscal Year reporting. **DO NOT INCLUDE THE FOLLOWING:**

- Any assets acquired after July 1 of Fiscal Year reporting.
- Licensed vehicles subject to the privilege tax.
- Inventory held for resale.
- Raw materials held for manufacturing into finished goods.
- Supplies that are consumed in normal day-to-day operations having a useful life of less than one year.

Additions & deletions only:

Additions to be listed should include all taxable personal property added since last year's "complete list" filing

Deletions may be noted in a separate section at the bottom of the form. Each deleted item should reference:

- An identifiable description and/or asset ID number as used in previous year filing
- The original acquisition date and cost
- Reason for deletion (sold, transferred, scrapped, or other)

3. Please follow the Assessor's prescribed format: .

COMPLETED EXAMPLE:

(The sample data entered below is fictitious and does not pertain to your business)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
Add/Delete	Asset ID # or Serial # (optional)	Description	Year Acquired	Acquisition Cost	Dept Code	Notes	Lessor or Lessee Name	Lessor or Lessee Street Number	Lessor or Lessee Street Direction (N, S, E, W)	Lessor or Lessee Street NAME	Lessor or Lessee Street Type (St, Dr, Ln)	Lessor or Lessee Suite Number	Lessor or Lessee City	Lessor or Lessee Lease Zip	Lease/ Customer#	Date Lease Began	Lease Terms	Monthly Lease Payment	Lease Type
	456780680	DESK	2005	1,500	15														
	450787060	CHAIRS	2005	3,000	15														
	635000480	OFFICE FURNITURE	2006	12,500	15														
	650808000	COMPUTER	2009	5,000	03														
	454708066	PHONE SYSTEM	2009	4,500	05		SPRINT	333		Valley View	Blvd		Las Vegas	89107-4372	12540	06/2009	6 yrs	75	C
(a)	Enter ADD for any item that is an addition to the prior fiscal year reporting and enter DELETE or 'X' for any item that was on the prior fiscal year's asset listing but is not there for the current fiscal year.																		
(b)	Asset ID # or serial # of the property, if applicable (may be left blank).																		
(c)	Description of the property.																		
(d)	Year acquired, or calendar year the property was purchased or placed in service (year must be unique - do not combine years).																		
(e)	Acquisition cost, or actual cost, including installation, transportation, and set-up charges. DO NOT INCLUDE SALES TAX.																		
(f)	Department Codes based on COMMON DEPARTMENT CODES key (see also "Department Codes - expanded list" . When unknown, enter Department Code 15). COMMON DEPARTMENT CODES: 15 = Furniture, Trade Fixtures, General Equipment, Signs 10 = Daycare, Playground, Performing Arts & Spectator Sports Equipment 07 = Electronic Equipment, Slot Machines 05 = Servers, Copiers, Phones, Fax Machines, TV's 03 = Computers, Linens, Uniforms, Kitchen Utensils, Video Tapes TFIX = Leasehold/Tenant Improvements 20 = Safes & Security Vaults 30 = Cellular, Radio & Television Towers 50 = Billboards																		
(g)	Any note about the asset can be entered in this column.																		
(h)	Name of the company or individual the property is leased or rented FROM, or leased or rented TO.																		
(i) - (o)	Address of the company or individual the property is leased or rented FROM, or leased or rented TO.																		
(p)	Lease or customer account # assigned by the leasing company, if applicable.																		
(q)	Date (month and year) the lease contract began.																		
(r)	Enter the term of the lease, i.e. 6 years or 72 months, etc.																		
(s)	Monthly lease payment for the terms stated in columns (k) and (l)																		
(t)	Lease type: O = Operating Lease C = Capital Lease P = Purchase Option Lease S = Conditional Sales I = In-house Lease X = Other																		

COMMON DEPARTMENT CODES - EXPANDED LIST

Code 15 - Furniture, Trade Fixtures, General Equipment, Signs

Apartment Furnishings (including non-built-in appliances)	Golf Courses: Machinery & Equipment (except golf carts and mowing equipment)	Office Furniture & Fixtures
Auto Repair & Maintenance Equipment (except electronic diagnostic)	Hotel/ Motel Furnishings	Photography & Photo Finishing Equipment
Cameras (35 mm and Polaroid)	Ice Machines	Professional Services Equipment & Fixtures
Coin-wrap equipment	Laundry Equipment	Refrigeration Equipment
Construction & Earth Moving Equipment (mobile or portable)	Libraries - Law, Medical, & other Professions	Repair & Maintenance Equipment
Dry Cleaning Equipment	Machinery	Restaurant & Bar Equipment
Fire & Security Alarms	Manufacturing Equipment, used in most industries (All equipment except listed in codes 10 & 20)	Retail Store Fixtures, Displays, Cases & Racks
Forklifts	Mechanical Equipment	Service Station & Carwash Equipment
Furnishings & Fixtures – most industries	Medical, Dental & Lab Equipment <i>All types, except electronic or diagnostic</i>	Signs (except electronic)
Gaming: Table Games & Non-electronic Equipment	(See also Medical Equipment in codes 07 & 05)	Tools (except small hand tools)
	Non-GPS Surveying Equipment	Vending Machines
		Wholesale & Distribution E&F

Code 10 - Daycare, Playground, Performing Arts & Spectator Sports Equipment

Cable TV Industry E&F (except towers, converters, coax & fiber optic cable)	Manufacturing Equipment used in: Audio & Video Products, Furniture & Related Products	Satellite Equipment
Cranes - Mobile Telescopic	Microwave Systems , except Towers	Waste Management: Garbage Dumpsters, Portable Toilets
Day Care /Child Care Facility E&F	Playground Equipment	
Laser / Infrared Instruments (construction)	Performing Arts & Spectator Sports Equipment	

Code 07 - Electronic Equipment, Slot Machines

Arcade Games	Lawn Care Equipment	Musical Instrument Rentals
Auto Repair Electronic Diagnostic Equipment	Mailing Machines , Postage Meters, & Scales	Patio Furniture
Blue Print Machines (Small table models only)	Mainframe Computers	Point-of-Sale Computer Systems
Cash Registers	Medical, Dental, & Lab Equipment <i>Electronic only, including:</i>	Printing Equipment (digital or non-impact)
Closed Circuit TV , Surveillance, or Camera Systems	<i>Anesthesia Monitors EKG Machines</i>	Radio & Television Broadcasting E&F (except towers & analog broadcasting)
Computer-integrated Machinery	<i>Apnea Monitors Heart Rate Devices</i>	Rent-to-Own Merchandise
Currency Counters	<i>Blood Pressure Monitors Medical Lasers</i>	Signs , Electronic
Gaming: Slot Machines & Electronic Equipment	<i>Defibrillators Neurological Monitors</i>	Slot Machines
Golf Courses: Golf Carts & Mowing Equipment	<i>Detox Analyzers Oxygen Analyzers</i>	Small Hand Tools
GPS Equipment (See also Medical Equipment in codes 15 & 05)	<i>Doppler Patient Monitors (all kinds)</i>	Sound and Stereo Equipment , CD Players
	<i>EEG Machines</i>	Video Players , VCR and DVD

Code 05 - Servers, Copiers, Phones, Fax Machines, TV's

Copiers & Duplicating Machines	Medical & Dental Equipment <i>Diagnostic only, including:</i>	Telecommunication Equipment, Including:
Fax Machines	<i>Diagnostic Ultrasounds</i>	Answering Machines
General Ultrasonic Scanners (See also Medical Equipment in categories 1 & 3)	<i>Cameras: Nuclear Medicine & Intra Oral</i>	Pagers
	<i>Scanners: CAT (Comp Tomography), Cardiac</i>	Telephone Systems
	<i>Ultrasonic, MRI (Magnetic), OB/GYN Ultrasonic,</i>	2-way Radios
	<i>PET (Positron)</i>	Telecommunications: Switching Equipment
		Televisions

Code 03 – Computers, Linens, Uniforms, Kitchen Utensils, Video Tapes

Analog Television Broadcasting Equipment	Costume Rental	Restaurant & Bar: Kitchen Utensils, Glassware, Small Wares, Pots, Pans, Linens, Silverware
Cable Box Converters	Formal Wear	Video Tapes, DVD's, Game Tapes, CD's
Cameras (Digital (point & shoot), includes video)	Gaming: Tokens, Chips, Dice, & Playing Cards	
Cell Phones	Linens & Uniforms	
Computers - PC's, Mini's, Hardware, Printers, Scanners and Taxable Software		

Code TFX - Leasehold/Tenant Improvements Examples: Interior build-outs, built-in fixtures, cabinets, shelving, partitions, etc.

Code 20 - Generators, Safes & Security Vaults

Cranes - Bridge	Ice Manufacturing Equipment (<i>excluding ice machines</i>)	Safes & Security Vaults
Fire-proof File Cabinets	Locksmith Equipment	Water Treatment & Sewage Plants
Food Production: Line Equipment	Manufacturing Equipment used in: Cement, Concrete, Lime, Gypsum, and Abrasive Products	
Generators, Power		

Code 30 - Cellular, Radio & Television Towers

Code 50 – Billboards (off-site advertising only)