Submit by Email

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20__ TAX YEAR, KANSAS PERSONAL PROPERTY ASSESSMENT FORM

FILE WITH THE COUNTY APPRAISER BY MARCH 15TH

County: Reno Appraiser Mailing Address: 206 West First Avenue

City: Hutchinson , KANSAS Zip: 67501 Phone: (620) 694 - 2915

County Account Number:	Location of Property if Different Than Mailing Address:

Owner of Record (please print):	Taxpayer - if different than owner (please print):

Mailing Address:	Daytime Phone Number:
	If Business, Name of Business:
	Type of Business:
	Date Started In County:

CHECK ONE BOX AND SIGN:

☐ I DO HEREBY CERTIFY that the attached schedules contain a true and correct list of all personal property in this county owned or held by me, that is subject to property tax under Kansas law.

☐ I DO HEREBY CERTIFY THAT I DID NOT OWN or control any property in this county subject to personal property taxation on the first day of January.

NOTE: Electronic Signature Required

By: Owner's Signature (K.S.A. 79-306) **Date** **Printed Name** (if not printed above)

NOTE: Electronic Signature Required

By: Other's Signature (K.S.A. 79-303) **Date** **Printed Name** **Relationship to Owner**

NOTE: Electronic Signature Required

By: Tax Preparer's Signature (K.S.A. 79-306) **Date** **Printed Name**

NOTICE: Every person who owns or holds tangible personal property shall annually list said property for assessment with the county appraiser. Property held but taxable to others, shall be listed in the name of the owner on Schedule 7. Filing Deadline is on or before March 15th. This statement must be signed by the property owner, or the person who is required by K.S.A. 79-303 to list personal property on behalf of the owner. In addition, if this statement is prepared by a tax preparer, this statement must also be signed by the preparer, certifying that the statement is true and correct. The penalty for late filing is 5% per month up to a maximum of 25%, the penalty for failure to file is 50%. This is pursuant to Kansas Statues 79-301, 79-303, 79-306, and 79-1422.

COUNTY USE ONLY

Tax Unit:	Sec/Twp/Range:	City/Twp Code:	Parcel ID#:

SCHEDULE / CLASS / DESCRIPTION			APPRAISED	%	ASSESSED	PEN %	PEN VAL	TOTAL
1	2.1	RESIDENTIAL MOBILE HOMES		11.5%				
2	2.2A	OIL & GAS WORKING INTEREST		25/30 %				
2	2.2B	PRESCRIB EQUIP (20% credit - St. K-64)		25/30 %				
2	2.2C	OIL & GAS ROYALTY INTEREST		30%		XXX	XXXXX	
2	2.2D	ITEMIZED EQUIP (20% credit - St. K-64)		30%				
3	2.3	PUBLIC UTILITIES (Locally Assessed)		33%				
4	2.4A	HVY & NON-HWY MOTOR VEHICLE		30%				
4	2.4B	16 & 20m MTR VEH (separate certification)		20%				
5	2.5	COMM INDST M&E (20% credit - St. K-64)		25%				
6	2.6A	OTHER NON-COMM		30%				
6	2.6B	MARINE & BOAT TRAILER (legislative)		30%				
6	2.6C	OTHER COMM (20% credit -St. K-64)		30%				
		TOTALS FOR THIS RETURN:		XXX				
7		PROPERTY HELD BUT TAXABLE TO OTHERS (vending machines, leased equip, etc.)				YES_____		NO_____

INSTRUCTIONS FOR FILING KANSAS PERSONAL PROPERTY ASSESSMENT FORM

File a return in each county you have taxable personal property. Refer to the schedule summaries below for the types of personal property that are taxable. For more information contact your local county appraiser's office.

1) Complete the owner and address information. Provide the name of taxpayer if different from owner and provide the location of property if different than owner's address. **Note:** If this is not a new account, please provide the county account number.
2) Check one of the "I DO HEREBY CERTIFY" boxes and sign the return. By law, both the property owner and the rendition preparer (if applicable) must sign the return. Attach any appropriate schedules. **Note:** The county appraiser will supply a list of property reported to the county for the prior tax year. This list should be reconciled and used for the current year reporting.
3) File by March 15th. By law, this form must be completed, signed and filed with the county appraiser by March 15th. A written request for an extension must be filed with the county appraiser prior to March 15th if an extension from this filing date is needed. The penalty for late filing is 5% per month up to a maximum of 25%, the penalty for failure to file is 50%.

Machinery & Equipment Credit: you can receive an income tax credit/refund from the state equal to 20% of the property taxes timely paid on commercial or industrial machinery and equipment listed on Schedules 2, 5 or 6. This credit should be claimed on Kansas Schedule K-64 and filed with your Kansas income tax, privilege tax, or insurance company premiums tax returns.

The following is a brief description of the schedules a taxpayer should use to report taxable personal property:

SCHEDULE 1: Personal Property Mobile Homes used for Residential Housing. By law, a mobile home is considered to be personal property unless: (1) the owner (or spouse) of the mobile home also owns the land and (2) the mobile home has a permanent foundation. The valuation method for a residential mobile home will be the same, whether classified as real or personal.

SCHEDULE 2: Mineral Leasehold Interests, contact the county appraiser for a separate Schedule 2.

SCHEDULE 3: Public Utilities-Locally Assessed , contact the county appraiser for a separate Schedule 3.

SCHEDULE 4: Motor Vehicles are self propelled and designed to operate on public roads. List only motor vehicles that are tagged to operate at 16,000 pounds or greater or non-highway titled. List vehicles not designed for public road use on Schedule 5 or 6. "Haul for hire" motor carriers should report their vehicles to the state.

SCHEDULE 5: Commercial and Industrial Machinery and Equipment is any tangible personal property used to produce income or depreciated or expensed for IRS purposes that is not exempt, state appraised, or considered a motor vehicle (see Schedule 4 above for definition of motor vehicle).

The following is a brief description of the columns on Schedule 5:

(1) A description of the property.
(2) The year the new or used item was purchased.
(3) Note whether the item was purchased new ("N") or used ("U").
(4) The age, in years, of the item at the time it was purchased. If purchased new the age at purchase is 0.
(5) The cost incurred to acquire the item; in terms of dollar value, not including sales tax or freight and installation costs that are charged separately and readily discernible from the actual retail price of the item.
(6) through (10) are for county use.

All tangible personal property used for commercial and industrial purposes must be listed for property tax purposes unless it is expressly exempt, even if the item has been fully depreciated for income tax or record keeping purposes. Inventory and all items with a retail cost when new of $400 or less are expressly exempt from taxation and not required by law to be listed.

Note: The appraiser may request that you continue to list items with a retail cost when new of $400 or less, however, you are not obligated to list them.

An "item" functions independently, without direct physical attachment to another "part" of machinery and equipment used in the owners business. For example, a keyboard or monitor is a "part" used in conjunction with other "parts" which together form the "item" (computer).

Retail cost when new is the cost when first offered new at the retail level, not including sales tax or freight and installation costs charged separately and readily discernible from the set retail price. When items are purchased used, the appraiser will use a formula prescribed by the state to estimate "retail cost when new".

SCHEDULE 6: All Other taxable personal property not elsewhere classified on Schedules 1 through 5 are listed on Schedule 6. All Other includes the following: boats, jet skis, off road motorcycles, ATVs, race cars, non-commercial trailers, travel trailers that do not have a Kansas RV title, snowmobiles, etc. ***Note:*** Beginning with the 2003 tax year, the owner of record must notify the county appraiser within 30 days after the sale or acquisition of any watercraft so the value can be prorated for the number of months it is owned.

SCHEDULE 7: Tangible Personal Property Held But Taxable to Others . By law, everyone with personal property in their possession or custody is required to list the property in the name of the owner. For example: ice and vending machines, food racks, leased equipment, etc. In addition, exempt entities must list leased property.

NOTE: By law, in order to promote uniform, equal and accurate assessments, all renditions filed are subject to review by the county appraiser for completeness and accuracy. For the same reason, the county appraiser will also take steps to discover non-filers.

NOTE: If additional lines are needed, attach supplemental schedules or computer printouts with the same information.

SCHEDULE 1: MOBILE HOMES USED FOR RESIDENTIAL HOUSING

Manufacturer & Model	Model Year	Width x Length (do not include hitch)	Double or Single Wide	Grade	Condition	County Use
1.						

	Yes	No
Skirting		
Central A/C		
Carport		
Decks		
Canopies		
Other Additions (sheds, etc.)		

Skirting and central A/C is included in the base value unless otherwise noted.

SCHEDULE 4: MOTOR VEHICLES DESIGNED FOR ROAD USE

Medium And Heavy Duty Trucks, Non Highway Titled Motor Vehicles, Buses etc..

Make	Model	Mod Year	Tag Weight	Vehicle ID # (17 digits)	Gas /Dsl	Whl Pwr	Brake air/hyd	Lift Y/N	Slpr Y/N	AC Y/N	Rated Seats	County Use
1.												
2.												
3.												
4.												

Cab and chassis truck beds should be listed on Schedule 5 or 6. Motor Vehicles with a current registration tag weight of 12,000 pounds or less pay taxes when registered and should not be listed on this return.

SCHEDULE 5: COMMERCIAL & INDUSTRIAL MACHINERY & EQUIPMENT

Item (1)	Year of Purchase (2)	Purchased New/Used? (3)	Age at Purchase (4)	Purchase Price (5)	FOR COUNTY USE Life (6)	Used Factor (7)	RCWN (8)	Appraised Factor (9)	Appraised Value (10)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

Includes trailers, beds of chassis cab trucks, backhoes, forklifts, office furniture, etc., used for commercial purposes.
See Schedule 7 for property belonging to others.

NOTE: If additional lines are needed, attach supplemental schedules or computer printouts with the same information.

SCHEDULE 6: PERSONAL PROPERTY NOT ELSEWHERE CLASSIFIED

BOATS & MARINE: Inboard, Outboard, Sail, Jet Ski, Pontoon, House, Boat Motors, etc..

Description (inboard, outboard, sail, etc.)	Make	Model	Model Year	Length	Motor Type (outboard,etc)	Motor Make/Model	Mtr Yr	Horse pwr	County Use
1.									
2.									
3.									

TRAILERS: Boat, Horse, Utility, etc.. Commercial use trailers should be listed on Schedule 5.

Description (boat, horse, utility, car, etc.)	Make	Model	Model Year	Length	Purchase Price	Year of Purchase	No. of Axles	Haul Car?	County Use
1.									
2.									
3.									

TRAVEL TRAILERS & CAMPERS THAT ARE NOT "RV" TITLED: Camping, Slide-Ins etc..

Description (5th wheel, camping, slide in, etc.)	Make	Model	Model Year	VIN #	Sink ?(Y/N)	Shwr ?(Y/N)	Toilet ?(Y/N)	Length	No. of Axles	County Use
1.										
2.										

OFF ROAD VEHICLES: Golf Carts, Snowmobiles, ATVs, etc..

Description (golf cart, ATV, dirt bike, etc.)	Make	Model	Model Year	Purchase Price	Year of Purchase	Horse-power/CC	Gas/ Elec	# of Wheels	County Use
1.									
2.									
3.									

AIRCRAFT: Airplanes, Helicopters, etc.. Owner must provide documentation for engine hours upon request.

Description (plane, ultra light, balloon, etc.)	Make	Model	Year	No. of Engines	Horsepower Per Eng.	Engine Hours	Rated Seats	County Use
1.								
2.								

ALL OTHER PROPERTY NOT ELSEWHERE CLASSIFIED: Machinery and equipment no longer used for commercia purposes, non-commercial beds of cab and chassis trucks, etc..

Description (M&E, trk bed, spare part, etc.)	Item Name	Make/Model	Model Year	Purchase Price	Year Purchased	Purchased New or Used	Material (steel/alum)	County Use
1.								
2.								

SCHEDULE 7: PERSONAL PROPERTY HELD BUT TAXABLE TO OTHERS

K.S.A. 79-303 & 304: You have the duty to separately list personal property in your possession or custody that belongs to others, in the name of the owner. This includes leased or lease-purchased property, ice machines, vending machines, food racks, etc. Exempt entities should list property belonging to others here.

Type: (copier, pop, mail, ice, video machine, etc.)	ID #	Make/ Model	Owner's Name	Owner's Mailing Address	Owner's Phone	County Use
1.						
2.						
3.						
4.						
5.						

If the property is leased or lease-purchase, please include any number(s) that the lessor may use to identify the lease.

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