

**INTER-COUNTY RETURN OF
TAXABLE BUSINESS PROPERTY**

Please note: This year's booklet no longer provides multiple copies of our returns. Additional copies may be downloaded from our Internet site at www.state.oh.us/tax/.

	<p>Enter address changes here. Please limit to two lines, plus city, state and ZIP code.</p> <p>New address _____</p> <p>_____</p> <p>City, state and ZIP _____</p>
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TYPE OF BUSINESS: CORPORATION OTHER

Charter or License No. _____ Date of Incorporation or Qualification in Ohio _____ Vendor's License No. _____ Social Security No. _____

Date Business Began in Ohio _____ Federal Employer Identification No. _____ NAICS Code No. _____

INTER-COUNTY

Extension Requested Yes No

Total List Value Tangible Property \$ _____

Latest date (with extension)
June 15, 2003

For Use by the Department of Taxation Only – Do Not Write in the Spaces Below

Consolidated		Claim		913 EX		Penalty _____%	Received by _____ Date _____
Return Check-In		Taxing District Verification				Pre-Assessment Verification	
Office Audited		Field Audited		<div style="border: 2px solid black; padding: 10px;"> <p>Data Entry Label</p> <p>or</p> <p>Assessment date _____ By _____</p> </div>			
Agent _____ Date _____	Agent _____ Date _____						
Supr. _____ Date _____	Supr. _____ Date _____						

Do You Know?

Within Ohio's 88 counties, there are more than 4,000 possible taxing jurisdiction combinations composed of cities, township, villages, school districts, safety districts, etc. As a local source of revenue, the personal property tax rates are unique for each jurisdiction.

To ensure that your personal property is listed in the correct taxing district and your tax liability is computed based upon the proper tax rate, you may:

- 1) Contact the respective County Auditors to verify by address the jurisdiction in which your property is located;
- 2) You may refer to last year's personal property assessment certificates or real estate bills for taxing district names; and
- 3) You may refer to and use Form 945 Rec that was provided to you based upon your last year's Inter-County Return.

What's New for 2003

Reductions in Inventory Listing Percentage

Section 5711.22 of the Ohio Revised Code (O.R.C.) allows for a yearly reduction of the inventory listing percentage if collections from the second preceding year exceed collections for the third preceding year. This requirement was met again for tax year 2003. The listing percentage for inventory has been reduced from 24% in 2002 to **23% for the 2003 tax return**. The average inventory values must be used on lines C, D and E of Schedules 3 and 3A of the 913EX.

New True Value Schedule for Stand-alone Computers

Beginning with tax year 2003, there is a new true value schedule for stand-alone computers. Stand-alone computers include computers, as well as related hardware and peripheral equipment, used for general business purposes such as data processing, payroll, tracking sales data, maintaining accounting information and tracking orders. Stand-alone computers do not include computers used as part of the manufacturing process or to provide public utility services or point-of-sale equipment. Computers used in these processes will continue to be valued using the true value schedule for the process.

The new schedule for stand-alone computers is as follows:

Age of Computer (In Years)	True Value Percentage of Original Cost
1	75%
2	60%
3	45%
4	30%
5 or more	15%

2003 Tax Forms and Schedules

- Commonly used tax forms and schedules for 2003 are available on our Web site at **www.state.oh.us/tax/**. Many of these forms are available in a fill-in format for your convenience.
- Applications for extension of time to file inter-county tax returns may be submitted by e-mail to: **property@tax.state.oh.us**. The extension request must be received by April 30th.
- The 2003 Tax Rate Booklet and Guidelines Booklet will not be available as a printed booklet. However, both booklets will be available on our Web site by March 2003.

Definitions and General Instructions

Taxpayer – A personal property taxpayer includes every person or business entity owning or having a beneficial interest in taxable personal property that is located and used in business in Ohio as of January 1. When a taxpayer first engages in Ohio business after January 1, a new taxpayer return is due within 90 days of commencing business. Contact the department for additional instructions for filing a new taxpayer return.

Inter-County Return of Taxable Business Property – Form 945. Use of this tax return is restricted to businesses having taxable personal property in more than one county and is filed with the Ohio Department of Taxation.

County Return of Taxable Business Property – Form 920. Is to be used by businesses with taxable personal property in only one county. This form is filed in duplicate with the Auditor of the county in which business is being conducted.

Ohio Balance Sheet – Form 921. This form must be completed and filed with the tax return. When a consolidated tax return is filed, a consolidating balance sheet covering all corporations and in the format of Form 921 must be included. Column headings must reflect each corporation's assets located in and out of Ohio, and both inter-company eliminations and consolidated totals in and out of Ohio.

Filing Dates – The taxable business property return and balance sheet, plus any additional computations and exhibits, must be filed with the appropriate authority between February 15 and April 30. Application for inter-county and single county time extensions for filing are made to the Ohio Department of Taxation and County Auditor, respectively, before April 30. An extension of time to June 15 may be requested from the Department of Taxation. If the last date of the filing period (April 30th or as extended) occurs on a non-business day, the next succeeding business day becomes the last date of the filing period. Ohio law provides a maximum penalty of 50% for failure to file a timely return or failure to list or disclose taxable property. When an extension has been issued, it should be attached to the inside cover of the tax return at the time of filing.

To be timely filed, the return must be received by the Tax Commissioner on or before the due date. The mailing of a return, except by certified mail, does not constitute filing. To ensure timely delivery to and receipt by the Tax Commissioner, certified mail, personal delivery or an approved delivery service should be used, or the return may be filed in person with the Tax Commissioner.

Classification of Property – Personal property is defined as every tangible thing that is the subject of ownership, excepting real property. Real property is defined as land, growing crops, and unless specified as primarily devoted to the business rather than

the land itself, all buildings, structures, improvements and fixtures on the land. Contractors' (construction in progress) building components, machinery and equipment, materials, etc., that will become real property upon completion, are to be considered personal property until they are incorporated into the real estate. Personal property owned by a contractor is not considered construction-in-progress during construction.

Listing Date – All tangible personal property used in business must be listed and assessed unless specifically exempt. The tax listing date for all personal property used in business is the close of business on December 31. However, a taxpayer using a fiscal year end for federal income tax purposes must employ the last preceding fiscal year end for listing personal property used in business. If such taxpayer has not been engaged in business in Ohio a full 12 months preceding the fiscal year end, they must employ December 31. (Rule 5703-04)

True Value – The Ohio Revised Code (Sec. 5711.18) specifies that the true value of tangible personal property is its depreciated book value, unless the assessor finds otherwise. The Tax Commissioner has prescribed valuation methods for both depreciable assets and inventory. The taxpayer may report his property at a value other than that which is determined by the prescribed valuation methods, but any deviation from these prescribed valuation methods must be substantiated by the taxpayer with probative evidence. Any value that is below the net book value of the property must also be reported on Form 902, filed with the tax return. Other valuation methods, such as accelerated depreciation or last-in-first-out (LIFO) inventory valuations, are subject to review by the Tax Commissioner. The rejection of the valuation method used by the taxpayer when reporting his property may result in additional taxes and interest owed by the taxpayer.

Inventories – Ohio law (Sec. 5711.15 and 5711.16) requires inventories of manufacturers and merchants to be listed on the average monthly basis. The average value shall be determined by dividing the aggregate of the month-end inventories by the number of months engaged in business in Ohio. (Rule 5703-3-16) Expanding to new locations or movement to another taxing district during a year will result in partial year's inventory in multiple districts. Example: A merchant moving from taxing district "A" to taxing district "B" at mid-year would report value in each taxing district by totalling the inventory in each district separately and dividing by 12 (the number of months in business in Ohio). If the books do not provide those monthly values, the gross profits method may be used, provided purchases and sales are accrued properly.

A manufacturer is defined as a person who purchases, receives or holds personal property for the purpose of adding to its value by manufacturing, refining, rectifying or combining different materi-

als with a view of making a gain or profit (Sec. 5711.16). A merchant is defined as a person who owns or has possession or subject to his control personal property that is held for sale with a view of making a gain or profit (Sec. 5711.15). Supply inventories of a merchant and inventories of taxpayers other than manufacturers and merchants must be listed as of end of business year. Such inventories include those of mines, quarries, laundries, dry cleaners, contractors, repair shops, garages, etc. The listing percentage is 23% for the year 2002.

Depreciable Assets – Depreciable assets should be listed in the appropriate schedule by taxing district at true value, which may be greater or less than book value, as of the taxpayer's listing date. The Tax Commissioner has prescribed composite annual allowances and the method of application, by type of business activities, to be used in lieu of book depreciation for computing the true value of depreciable assets. For further instructions refer to page 25. In those instances where true value is less than book value, Form 902 must be filed with the tax return.

Leased Property – Must be listed by the owner, regardless of the terms of the lease agreement concerning tax liability. If the lessee is obligated to purchase the property, they are deemed to be the owner; otherwise, the lessor is deemed to be the owner (Rule 5703-3-14). If you lease property to a public utility, contact the Ohio Department of Taxation, Property Tax Division, for instructions for listing and valuing that property.

Listed Value – Listed value is true value times the applicable listing percentage. For tax year 2002, the listing percentage is 25% except inventory, which is listed at 23%. If you have property used for generating and distributing electricity to others, contact the Property Tax Division for instructions for listing that property. All listed values are to be rounded to the nearest \$10 and carried forward to the recapitulation (pages 18-20).

\$10,000 Exemption – The first \$10,000 of listed value of taxable personal property owned by a taxpayer is exempt from taxation to the owner. The exemption is applied in the taxing district with the highest listed value. If that is less than \$10,000, the remaining amount is applied in the taxing district with the next highest value until either the \$10,000 exemption is exhausted or a net taxable value of zero is reached. This exemption is not transferable to another taxpayer and cannot be carried forward or back to any other year. A taxpayer not having a personal property tax liability because of the \$10,000 exemption is by Ohio law required to file a personal property tax return. A return must be filed to enable reimbursement to the county by the state for taxes not paid due to the exemptions, and to substantiate the amount and location of the exemption claimed. **When a return is not timely filed, one-half of the allowable exemption is forfeited.**

Exempt Property – Depreciable assets classified as personal property and excluded or exempted from taxation include: motor vehicles registered and licensed in the name of the owners; aircraft registered and licensed in the name of the owner; air, water and noise pollution control facilities, energy conversion, solid waste energy conversion and thermal efficiency improvement facilities for which the owner has an approved certificate (Rules 5703-1-06, 5703-1-07 and 5703-1-09); patterns, jigs, dies and drawings when held for use and not for sale or lease in the ordinary course of business; construction in progress while under construction or installation and not capable of operation; harvested crops belonging to the producer thereof, depreciable assets, and domestic animals used in agriculture and leased personal property used exclusively for agricultural purposes; merchandising inventory owned by a merchant consisting of machinery and equipment and accessories therefore, which are new or used, and designed or built for agriculture use (Rule 5703-3-30); all personal property located in an urban jobs and enterprise zone that is exempt by agreement, inventory or display items located in a foreign trade zone; and personal property located on lands ceded to the federal government. **Form 913EX must be filed by taxpayers, who have personal property in an enterprise zone or hazardous substance reclamation area, with this return.** Do not include exempt or non-taxable tangible personal property values in the taxable values carried forward to the recapitulation pages.

Taxing Districts – Tangible personal property is required to be listed in the taxing district where it is physically located on the listing date. It is important that the complete name of each taxing district be shown to ensure correct billing. Taxing district names normally consist of the name of a township, city or village, and a school district. If the exact name is unknown, refer to the assessment certificates from the previous year or your real estate tax bills, or contact the Auditor of the county in which the property is located. (See telephone numbers on back cover.) The four-digit taxing district number can be obtained from your last year's Inter-County Assessment Certificates (Form 947) or the Rates of Taxation book, which is published annually by this department and is available on the Internet at www.state.oh.us/tax/.

Note: Do not use the tax district numbering system established by the individual counties.

Payment of Taxes – Do not send payment with this return. Taxes are due and payable upon receipt of the tax bills from the County Treasurer. A late payment penalty and interest may be charged on taxes not timely paid.

Instructions for Preparing Form 945

These instructions have been designed to assist the taxpayer in preparing the Inter-County Return of Taxable Business Property (Form 945). While these instructions set forth the general requirements, they are not intended as a substitute for the law itself.

Important – The Department of Taxation will not accept tax returns that are:

1. Filed on incorrect forms,
2. Incomplete or illegible, or
3. That display information in a manner other than that prescribed.

Tax returns that are rejected will receive a late filing penalty if not resubmitted correctly by the filing deadline. To avoid this situation, read and carefully follow the instructions.

Return Cover – Enter all information requested on the face of the tax return. Use the pre-identified label when furnished, marking any change in the address. All correspondence, assessment certificates and tax bills will be mailed to the indicated address.

Page 7–Consolidated Returns, Taxpayer Identification – A corporation that owns or controls at least 51% of the common stock of one or more corporations may file a consolidated tax return. Notice of intent to file a consolidated return must be made with the Tax Commissioner on or before April 30, or within the filing time as extended.

Once authorized to file a consolidated return, the parent corporation must continue to do so each year until it notifies the Tax Commissioner, in writing by April 20, that it no longer intends to file on a consolidated basis. The consolidated return must include all subsidiary corporations except financial institutions, dealers in intangibles, public utilities, insurance companies and those corporations that do not employ the same listing date as the parent.

Property within a consolidated return must be separately listed in each owner's name.

Page 8–Ohio Business Locations – Provide a brief description of the business activities conducted within each taxing district. If a corporate consolidated return, provide this information separately by owner.

Schedules 2, 3, 3A and 4 – Tangible personal property reflected in the schedules must be separately identified by county and taxing district therein. The counties are to be listed numerically. Refer to the county designation numbers located on the back cover. The taxing districts are to be listed alphabetically by exact name. Property reflected in a consolidated tax return must, in addition to the above, be identified as to the owning corporation.

Page 9, 10–Schedule 2–Machinery and Equipment – Enter all engines, machinery, equipment, implements, small tools, machinery repair parts and other tangible personal property used in manufacturing, mining, laundries, towel and linen supply and dry cleaning plants, stone and gravel plants, and radio and television broadcasting at their true value and listed value. *Note: Listing of property in this schedule does not qualify it for the state investment tax credit. To qualify the property must be used in the business of manufacturing or refining as defined in O.R.C. Section 5711.16 and 5711.17.*

Pages 11, 12–Schedule 3–Manufacturing Inventory – Enter the monthly values of all inventories used in manufacturing by taxing district. The value must include manufacturing supplies, cost of raw material, goods-in-process and finished goods. Goods-in-process and finished goods must include all factory burden and overhead costs attributable to the manufacturing facilities and process. Such costs include, but shall not be limited to, indirect labor, insurance, utilities, taxes, transportation, rents and leases, repairs and maintenance, depreciation and amortization (Rule 5703-3-27). Inventory values maintained on the direct cost or last-in-first-out basis must be restated. Consigned manufacturing inventory must be listed by the owner.

Pages 13, 14–Schedule 3A–Merchandising Inventory – Enter the monthly values of all inventory by taxing district acquired and held for sale and any finished goods inventory of a manufacturer not held in the county of manufacture.

The value of merchandising inventory must include the costs to acquire the inventory, taxes and freights. Inventories carried at retail value must be restated at cost (Rule 5703-3-17).

Consigned merchandising inventory must be listed by the owner-consignor; except that inventory consigned to an Ohio merchant by a nonresident owner must be listed by the merchant-consignee if the owner-consignor is not required to file an Ohio return (Rule 5703-3-09).

Pages 15, 16–Schedule 4–Furniture and Fixtures – Enter all furniture, machinery, equipment and supplies not used in manufacturing, all inventories of other than manufacturers or merchants and all domestic animals not used in agriculture. Supply inventories of a merchant and inventories of taxpayers other than manufacturers and merchants must be listed as of listing date in Schedule 4. Such inventories include those of mines, quarries, laundries, dry cleaners, contractors, repair shops, garages, etc.

Page 17 – Sample of a completed recapitulation page.

Pages 18, 19, 20—Recapitulation of Listed Values – Carry the information from the various schedules forward to the recapitulation pages and enter it under the appropriate column headings. **All personal property owned by one taxpayer and located in the same taxing district must be combined and listed on a single line in the recapitulation schedule.** Arrange the counties numerically and taxing districts alphabetically therein. In a consolidated tax return the property must be assessed in the name of the owning corporation. To identify the property by its owner, enter the name of the corporation first, followed by a numerical listing of the counties, an alphabetical listing of taxing districts in which that corporation owns property, and the corresponding listed values. Repeat this step for each corporation in the consolidation.

All renditions must have this department's approval prior to filing. Any rendition not having the exact format and spacing as the recapitulation pages in Form 945 will not be accepted.

The amount of the \$10,000 exemption claimed must be entered in the right-hand column of the recapitulation pages. Only one \$10,000 exemption is allowed per taxpayer. The deduction is made from the taxing district with the largest listed value. Do not deduct the exemption from the Listed Value totals column. The deduction will be computed by the department at the time of assessment. (See general information on \$10,000 exemption.)

The columns on each page must be totalled horizontally and vertically, and grand totals of all columns from all pages must be shown at the end. A sample recapitulation page is shown on page 17.

If you filed Form 945 last year, Form 945-Rec, showing the taxing district names and numbers from that assessment, is enclosed. This may be used as the recapitulation page for this year's return. Delete taxing districts not used and add new taxing districts using page 18 of the tax return.

Page 21—Schedule 5—Grains – List by county number and exact taxing district name the number or amount of bushels of wheat, flax, and all other grains that were purchased, received or transferred to an Ohio taxing district.

Page 22—Recapitulation—Grains – List by county number and exact taxing district name the totals from Schedule 5.

Declaration—Signature – When the taxpayer is a corporation, partnership or proprietorship, the declaration must be signed by a corporate officer, partner or proprietor respectively. Also provide identification of the individual to be contacted during our examination of the return.

Supplemental Forms – The following forms must accompany the tax return.

Form 902, Claim for Deduction from Book Value – To be used by taxpayers claiming values less than book value. This form must accompany the tax return at the time of filing. This deduction must be reflected in the "true value" as represented on the return schedules and recapitulation of listed values.

Form 913 EX, Return of Exempt Personal Property Located in an Enterprise Zone or Hazardous Substance Reclamation Area – To be used by a taxpayer who is claiming an exemption for personal property located in an enterprise zone as defined in O.R.C. section 5709.62, 5709.03 and 5709.88.

Form 937, True Value Computation – To be used by taxpayers valuing tangible personal property based on prescribed composite annual allowance. See page 25.

Form 945-S, County Supplemental Return – This form must be filed directly with the auditor of each county in which the total listed value in any taxing district increased or decreased by \$500,000 or more from that reported in the previous year. Failure to file this form may result in a penalty as provided for in O.R.C. section 5703.99. Copies of these forms are available upon request to the department at the address indicated on the inside rear cover.

Form 993-A, Application for an Extension of Time to File Form 945 – This form should be used in requesting an extension of time to file the Inter-County Return of Taxable Business Property after the April 30 due date from the Tax Commissioner. An extension of time to June 15 can be granted. A copy of this form is included in the mailing of this return.

Publications – Additional filing and valuation information can be obtained by requesting the following publications.

Rates of Taxation – This annual publication contains a current year's listing of taxing district names, numbers and the tax rates for each Ohio county.

True Value of Tangible Personal Property – The Tax Commissioner has prescribed composite annual allowances for use in determining true value of tangible personal property used in business. This publication lists by North American Industry Classification the prescribed Class Life for your business activity.

Guidelines for Filing Ohio Personal Property Tax Returns – This book contains completed examples of the Inter-County Form 945, Single County Form 920, Balance Sheet Form 921 and various other supplemental forms and instructions (Current Edition 2001). This information can be obtained from the Department of Taxation's Web page at

<http://www.state.oh.us/tax/>



Tax Year

**Application for an Extension To File Form 945
Inter-County Return of Taxable Business Property**

Taxpayer name _____

Taxpayer address _____

City _____ State _____ ZIP code _____

Personal property tax account # _____ FEIN # _____

Reason _____

Person requesting extension, if other than taxpayer

Name _____

Address _____

City _____ State _____ ZIP code _____

Note: A confirmation letter will be sent to the person requesting the extension or, if none is listed, to the taxpayer.

Instructions

Proper identification of each taxpayer must be provided for a valid extension. This would include an Ohio personal property tax account number, FEIN number and/or exact legal name for each taxpayer. We do not issue "blanket" extensions.

The Inter-County Form 945 must be filed by April 30th of each year. An extension until June 15th may be requested from the Tax Commissioner no later than April 30th.

Do not use this form to request an extension to file a Single-County Form 920. Extensions for Form 920 must be requested from the County Auditor in which the return will be filed.

Federal extensions are not acceptable.

To ensure delivery to and receipt by the Tax Commissioner, certified mail, personal delivery or an approved delivery service should be used. You may also e-mail or fax your request.

Ohio Department of Taxation
Personal Property Tax Division
P.O. Box 530
Columbus Ohio, 43216-0530

Fax: 614-466-8654
E-mail: property@tax.state.oh.us/tax/
30 E. Broad Street, 21st Floor
Columbus, Ohio 43215

www.state.oh.us/tax/

Ohio Business Locations

List the exact county and taxing districts in which this business holds property in Ohio. If a consolidated return, list corporations by owning corporation.		Sufficient description of business operations in each county and taxing district is necessary for classification and use of proper tangible property schedule, especially when manufacturing classification is claimed.
County	Taxing District	Description of business, name and address under which business was conducted in each location
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____
		Description _____ _____
		Address _____ _____

Schedule 3 – Inventories

Schedule 3—Manufacturing Inventories – List at 23% of average value all inventories of raw materials, works in process and finished goods used in manufacturing or refining. Finished goods removed from the county of manufacture and inventory held for sale by a merchant must be listed in Schedule 3A. List property separately by the county and taxing district. Use the county number and exact name of the taxing district. **Round listed values to the nearest \$10 and carry forward to the recapitulation.**

Ohio law requires monthly inventories to be listed.

Source of Values Listed	Method of Valuing Inventories Listed			
Perpetual inventory _____	FIFO cost _____	LIFO cost _____		
Physical inventory _____	Standard cost _____	Other _____		
Gross profits method _____	Book Adjustments	Date	Amount	DR/CR
Dates physicals taken _____	Book to physical			
_____	LIFO reserve			
Net sales \$ _____	Other reserves			

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

Schedule 3 – Inventories

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

Schedule 3A – Inventories

Schedule 3A—Merchandising Inventories – List at 23% of average value all inventories held for resale and finished goods removed from the county of manufacture. Inventories carried at retail value must be restated at cost. List property separately by the county and taxing district. Use the county number and exact name of the taxing district. **Round listed values to the nearest \$10 and carry forward to the recapitulation.**

Ohio law requires monthly inventories to be listed.

Source of Values Listed	Method of Valuing Inventories Listed			
Perpetual inventory _____	FIFO cost _____	LIFO cost _____		
Physical inventory _____	Standard cost _____	Other _____		
Gross profits method _____	Book Adjustments		Date	Amount
Dates physicals taken _____	Book to physical			DR/CR
_____	LIFO reserve			
Net sales \$ _____	Other reserves			

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

Schedule 3A – Inventories

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

County No.				
Taxing District Name				
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total Values				
Average Value				
List @ 23%				

NOTE: The recapitulation pages must be properly completed for the return to be accepted.

Recapitulation

L I N E No.	(1) County No.	(2) State Taxing District Number	(3) Taxing District (By Exact Name)	(4) From Schedule 2 (Nearest \$10)	(5) From Schedule 3 (Nearest \$10)	(6) From Schedule 3-A (Nearest \$10)	(7) From Schedule 4 (Nearest \$10)	(8) Taxing District Listed Value Totals	(9) \$10,000 Exempt
1			Parent – Our Kid's, Inc.						
2	7 5 0 0 9 0	0	Dinsmore Twp. – Botkins Corp. – Botkins LSD	329,040		102,680	24,390	456,110	
3	7 7 0 5 3 0	0	Akron City – Akron CSD	2,456,320	151,870	54,690	67,440	2,730,320	10,000
4	7 7 0 5 4 5	5	Akron City – Springfield LSD	1,724,670	74,060		42,780	1,841,510	
5			Sub – Ethan & Sean's Bookstore Inc.						
6	2 5 0 4 3 0	0	Jefferson Twp. – Licking Hts. LSD			92,160	8,740	100,900	
7	2 5 0 4 6 0	0	Madison Twp. – Canal Winchester LSD	880,370	62,050		54,990	997,410	10,000
8			Sub – Elizabeth & Danielle's Duck Farm, Inc.						
9	3 1 1 2 0 0	0	Cincinnati Corp. – Madeira CSD			9,360		9,360	9,360
10	3 1 0 5 5 0	0	Madeira Corp. – Cincinnati CSD				6,250	6,250	640
11	4 5 0 7 4 0	0	Union Twp. – Hebron Village Lakewood LSD			510	370	880	
12			Sub – Logan's Music Store Inc.						
13	7 5 0 0 9 0	0	Dinsmore Twp. – Botkins Corp. – Botkins LSD				7,990	7,990	7,990
14			Sub – Christopher's Shop Inc.					-0-	-0-
15									
16									
Totals				5,061,360	617,020	259,400	212,950	6,150,730	37,990

Sample of Recapitulation Page
 1. Taxing district name must be complete and accurate.
 2. Enter only one taxing district per line.
 3. Show grand totals of all columns of all pages.
 4. Each subsidiary must be listed separately.
 5. Subsidiaries must also be listed on page 1 of return.
 6. Any deviation must have prior approval.

OHIO BALANCE SHEET
(Required to be Filed with Tax Form 945)

Name _____ FEIN/social security number _____

Balance sheet as of _____ 2002

Assets		Within Ohio Net Book Values	Total Net Book Values
1. Cash and Deposits			
2. Notes and Accounts Receivable			
3. Inventories			
A) Manufacturing			
B) Merchandising			
C) Supplies – manufacturing			
D) Supplies – other			
E) Consigned			
F) Agricultural machinery and equipment (merchandise)			
G) Exempted inventory			
H) Other inventory			
4. Investments			
5. Land			
6. Buildings	Ohio Cost		
A) Taxed as real estate			
B) Taxed as personal property			
7. Leasehold Improvements			
A) Taxed as real estate			
B) Taxed as personal property			
8. Machinery and Equipment			
A) Taxed as real estate			
B) Taxed as personal property			
9. Furniture and Fixtures			
10. Personal Property Leased to Others			
A) Taxable			
B) Non-taxable			
11. Capitalized Leases			
12. Exempt Personal Property Located in an Enterprise Zone (Attach Form 913EX) or a Hazardous Substance Reclamation Area			
13. Certified Exempt Facilities			
14. Patterns, Jigs, Dies and Drawings			
15. Construction in Progress			
A) Real property			
B) Personal property capable of use			
C) Personal property not capable of use			
16. Small Tools			
17. Vehicles and Aircraft			
A) Registered or licensed			
B) Other			
18. Other Assets			
19. Total Assets			

Liabilities and Net Worth

20. Notes, Accounts Payable, Bonds and Mortgages	
21. Accrued Expenses	
22. Other Liabilities, Deferred Credits	
23. Preferred Stock	
24. Common Stock	
25. Additional Paid-In Capital	
26. Retained Earnings	
27. Appropriated Earnings	
28. Owner's Capital	
29. Other	
30. Total Liabilities and Net Worth	

2003 EXHIBITS FOR BALANCE SHEET RECONCILIATION AND LEASED PROPERTY/CONSIGNED INVENTORY

Exhibit A – Reconciliation of Balance Sheet Line Numbers 3, 8B, 9, 10, 13, 15B and 16

B/S Line No.	Book Value	Value Returned	Difference	Reconcile Differences

Exhibit B – Please provide a brief description of leasehold improvements and machinery and equipment taxed as real (lines 7A and 8A).

B/S Line No.	Itemization	Amount

Exhibit C – Leased Property

List all tangible personal property held under lease on tax listing day.

Name and Address of Property Owner	Lease: Start Date	Lease: Ending Date	Type of Property	Gross Annual Rental

Exhibit D – Inventory Held Under Bailment, Consignment, Contract Agreement

List all inventories held on consignment or as bailment, or under contract, and in your possession during the reporting period and not listed in this return.

Name and Address of Inventory Owner	Inventory Type (Mfg or Mer)	Inventory Location Address	Estimated Average Value

TRUE VALUE COMPUTATION

Form 937, True Value Computation, provides for assembling the data necessary to determine the aggregate true value of tangible personal property. A separate computation is necessary for each taxing district involved and, within a given taxing district, for each business activity assigned a different class.

Costs of taxable property at the end of the previous year are to be shown by year of acquisition (Col. 1, Col. 2). Additions, disposals and transfers occurring during the year are to be entered at cost, opposite the year in which they were acquired (Col. 3, Col. 4). The resulting costs remaining at year-end are then listed (Col. 5); their total must equal the beginning-of-year total plus additions and transfers-in, less disposals and transfers-out. The valuation percentages for the specified class are then copied into place (Col. 6). Each year-end cost is then multiplied by the corresponding valuation percentage (Col. 7). The column total is the true value and should be carried to the appropriate schedule (Schedule 2 or 4) in the tax return.

Column (5) totals must reconcile with ledger accounts, except that property written off the records but still physically on hand must be included in the computation; property disposed of but not written off the records should be deducted; and any costs that are to be included as full costs may not

have been capitalized on the ledger account. These exceptions should be separately identified in the computation. Cost for non-taxable property such as registered motor vehicles, licensed aircraft, property taxed as real estate, or certified pollution control facilities should not be included.

Full costs must be shown. Cost must include inbound freight, millwrighting, overhead, investment credits, assembly and installation labor, material and expenses, and sales and use taxes. Premium pay and payroll taxes are includible in labor costs. Costs may not be reduced by trade-in allowances. Cost of major overhauls are to be treated as capitalized and listed as acquisitions in the year in which they occur. Form 937 or a facsimile is required to be filed with the tax return.

Listed below are the valuation percentages for the six class lives. For assets used in manufacturing, listed in schedule 2, Class V is the most common class. Assets used in retail trade, non-manufacturing activities and general office equipment listed in schedule 4, are most often valued using Class III. To determine the prescribed class life for your business activity(s), consult the Department's publication "True Value of Tangible Personal Property." The smallest percentage in each class determines the minimum acceptable value so long as the property is held for use in business.

Age	Stand-Alone Computers	Class I	Class II	Class III	Class IV	Class V	Class VI
1	75.0	90.0	92.0	93.2	93.9	94.3	94.4
2	60.0	63.3	76.3	82.8	86.3	88.1	88.9
3	45.0	44.0	60.6	72.4	78.7	81.8	83.3
4	30.0	32.0	46.1	62.0	71.1	75.6	77.8
5	15.0	20.0	37.9	51.5	63.5	69.3	72.2
6	15.0	20.0	29.8	42.2	55.8	63.1	66.7
7	15.0	20.0	21.6	36.3	48.2	56.9	61.1
8			20.0	30.5	40.6	50.6	55.6
9			20.0	24.6	35.4	44.4	50.0
10			20.0	18.8	31.1	38.2	44.4
11				18.8	26.8	32.8	38.9
12				18.8	22.5	29.5	33.3
13					18.3	26.2	28.9
14					17.4	22.9	26.2
15					17.4	19.6	23.5
16					17.4	16.3	20.8
17						16.3	18.1
18						16.3	15.4
19							15.4
20							15.4

Composite Group – Life Ranges		
Class	At Least	Less Than
I		6.0 yrs.
II	6.0 yrs.	8.4 "
III	8.4 "	11.6 "
IV	11.6 "	14.8 "
V	14.8 "	17.2 "
VI	17.2 "	

Note: Personal property leased to a public utility in Ohio must be valued the same as if owned by the public utility. Please contact the department for the appropriate valuation method.

RETURN OF EXEMPT PERSONAL PROPERTY

LOCATED IN AN ENTERPRISE ZONE OR HAZARDOUS SUBSTANCE RECLAMATION AREA

For accounting period _____ to _____ 2002

Taxpayer name _____

Address of business in zone or area _____

City _____ State _____ ZIP _____

Taxing district name _____

Type of Agreement	Date Agreement Effective	Percent of Exemption	Period of Exemption
___ Reclamation area	_____	_____ %	_____ Years
___ Municipal enterprise zone	_____	_____ %	_____ Years
___ County enterprise zone	_____	_____ %	_____ Years

Time period for acquisition of eligible assets from _____ to _____

Any taxpayer who is party to an enterprise zone or hazardous substance reclamation area agreement must complete and submit this form with their Taxable Business Property Tax Form-920/945. Taxable values should be determined as prescribed by the Tax Commissioner.

Sections 5709.62 (I), 5709.63 (I), and 5709.88 (H) of the Ohio Revised Code read as follows: "After an agreement is entered into, the enterprise shall file with each personal property tax return required to be filed, while the agreement is in effect, an informational return on a form prescribed by the tax commissioner for that purpose, setting forth separately the property, and related costs and values exempted from taxation under the agreement."

Enterprise Zone Property – Listed Value Summary
All enterprise zone exemptions are limited per the terms of the agreement

	(A) Total List Value	(B) Exempt List Value	(C) Taxable Value (Deduct B from A) List on Form 920 or 945
1. Schedule 2 (nearest \$10)			
2. Schedule 3 (nearest \$10)			
3. Schedule 3A (nearest \$10)			
4. Schedule 4 (nearest \$10)			
5. Total listed value			

File a separate Form 913EX for each agreement and taxing district in which exempt property is claimed. File this form with Form 920 or Form 945. Remember to list the taxable portion of value (Column C) on Form 920 or Form 945.

Declaration

I/we declare under penalties of perjury that this return (including any accompanying schedules and statements) has been examined by me/us and to the best of my/our knowledge and belief is a true, correct and complete return and report.

Person, other than taxpayer, preparing return Date Signature of taxpayer Title Date

Address Signature of taxpayer Title Date

Exempt Machinery and Equipment – Schedule 2. List at 25% machinery, repair parts, small tools, etc., used in manufacturing, mining, laundries, dry cleaning, towel and linen supply, stone and gravel plants and radio and television broadcasting. If the value of equipment is based on other than book value, attach detail of computation.

Taxing District	Description	Total True Value	%	Listed Value	%	Exempt Listed Value	Taxable Listed Value
		\$	25	\$		\$	\$
			25				
			25				
			25				
			25				
			25				

Carry listed values to page 1 "Listed Value Summary" as indicated: Column (A) Column (B) Column (C)

Exempt Inventories – Schedules 3 and 3A. Monthly inventory values are required of merchants and manufacturers. Inventory of finished products of a manufacturer not kept or stored in the place of manufacture, or in a warehouse in the county where manufactured, shall be listed as merchandising inventory. List total amount of inventory located within the enterprise zone.

Source of Values Listed	Method of Valuing Inventories Listed			
Perpetual inventory _____	FIFO cost _____	Retail _____		
Physical inventory _____	LIFO cost _____	Other _____		
Gross profits method _____	Book Adjustments	Date	Amount	DR/CR
Dates physicals taken _____	Book to physical			
Net sales \$ _____	LIFO reserve			
	Other reserves			

Months in Business	Schedule 3 Manufacturing Inventories		Schedule 3A Merchandising Inventories		
	Taxing District	Taxing District	Taxing District	Taxing District	Taxing District
	Book Value	Book Value	Book Value	Book Value	Book Value
January	\$	\$	\$	\$	\$
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total Values	\$	\$	\$	\$	\$
A. Average Values Divide by No. of Months					
B. Total List Value at 23%					
C. Average Value – Inventory at Same Location for Year Preceding Agreement (100% Taxable)					
D. Average Value – Inventory Subject to Exemption (A - C)					
E. Average Value of Exempt Inventory (Line D x % of Exemption)					
F. List Value of Exempt Inventory (Line E @ 23%)					

Carry line B to page 1 "Listed Value Summary" line 2 or 3, column (A). Carry line F to page 1 "Listed Value Summary" line 2 or 3 column (B).

Exempt Furniture, Fixtures, Machinery and Equipment – Schedule 4. List at 25% furniture, fixtures, machinery and equipment, supplies, small tools and repair parts not used in manufacturing, inventories of other than a manufacturer or merchant and all domestic animals not used in agriculture. If the value of equipment is based on other than book value, attach detail of computation.

Taxing District	Description	Total True Value	%	Listed Value	%	Exempt Listed Value	Taxable Listed Value
		\$	25	\$		\$	\$
			25				
			25				
			25				

Carry listed values to page 1 "Listed Value Summary" as indicated: Column (A) Column (B) Column (C)



FOR-STORAGE-ONLY CALCULATION WORKSHEET

Taxpayer's name _____

County _____ Taxing district _____

Calculation of Storage-Only Exemption

- 1. Shipments into warehouse from within Ohio \$ _____
2. Shipments into warehouse from outside Ohio \$ _____
3. Total shipments into warehouse (line 1 plus line 2) \$ _____
4. Divide line 2 by line 3 %
5. Shipments from warehouse to Ohio locations \$ _____
6. Shipments from warehouse to locations outside of Ohio \$ _____
7. Total shipments out of warehouse (line 5 plus line 6) \$ _____
8. Divide line 6 by line 7 %
9. Multiply line 4 by line 8 %
10. Average monthly inventory value at facility \$ _____
11. Multiply line 9 by line 10 \$ _____
12. Subtract line 11 from line 10 \$ _____

Note: This worksheet is only to be used when the taxpayer cannot actually determine the exact amount of exempt inventory at the end of the month. If a taxpayer uses this worksheet to determine their storage exemption, those source documents must be maintained for audit purposes.

Name

Address

City, State, ZIP code

To the Auditor of _____ County:

In accordance with Section 5711.131, Ohio Revised Code, the above corporation reports the following change(s) in taxable value for the year 2002:

Taxing District (enter exact name)	Taxable Value Previous Year	Taxable Value Current Year	Difference

Filing Instructions

This form is required to be filed with the auditor of each affected county when there has been an increase (or decrease) in value of \$500,000 or more in a taxing district by a business entity. The increase or decrease in value shall be determined by comparing the current year's to last year's values.

The County Supplemental Return must be filed with the auditor of each county affected at the same time the Inter-County Corporation Return of Taxable Property is filed with the Tax Commissioner. Additional copies of this form may be reproduced or obtained from the Tax Commissioner or County Auditors. Failure to receive blank forms does not excuse a taxpayer from timely filing all required returns.

Declaration

I declare under the penalties of perjury that this report has been examined by me and to the best of my knowledge and belief is a true, correct and complete report.

Date

Officer's signature

Just a Reminder! Did You:

- Identify the taxing districts by exact name and department's taxing district number?
- Complete all required schedules?
- Complete all columns and exhibits on Ohio balance sheet form 921?
- If a corporate consolidated return, list separately by taxing district the property of each taxpayer?
(See example on page 8.)
- Include all necessary supplemental forms?
- You may remove all pages at perforation, stapling only used pages to the inside cover for filing.

Taxpayer Identification

Please type or print the name, address and telephone number of the person to be contacted during our examination of this return.

Name _____ Title _____ Area code _____

Address _____ Telephone _____

Mail this tax return, balance sheet (Form 921), accompanying exhibits and any inquiries to:

**Ohio Department of Taxation
Property Tax Division
P.O. Box 530
Columbus, OH 43216-0530
Telephone: 1-888-644-6778**

This return is to be filed between February 15th and April 30th. An extension until June 15th can be requested. Returns received by this department after the filing date are considered not timely filed – see "Definitions and General Instructions–Filing Dates."

Declaration

I declare under penalty of perjury that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete return and report.

Date

Title

Signature of officer

If this return was not prepared by your own personnel, show name and address of firm or individual who prepared it.

Name _____ Address _____

**Do not send payment with this tax return.
Tax is payable to the respective County Treasurer.**



Ohio Department of TAXATION

P.O. Box 530
Columbus, OH 43216-0530

Ohio has more than 4,000 taxing districts, each with a different tax rate. If you are unsure of the taxing district where your business and property is located, contact your County Auditor at the number listed below. Telephone assistance is provided to the hearing impaired through the Ohio Relay Service (ORS). TTY/TDD users may contact County Auditors or the Tax Department's Taxpayer Service Centers by contacting ORS operators at 1-800-750-0750.

No.	County	Telephone No.	No.	County	Telephone No.
1	Adams	937-544-2364	45	Licking	740-349-6033
2	Allen	419-228-3700 #337	46	Logan	937-599-7215
3	Ashland	419-282-4218	47	Lorain	440-329-5216
4	Ashtabula	440-576-3794	48	Lucas	419-213-4338
5	Athens	740-592-3227	49	Madison	740-852-9717
6	Auglaize	419-738-2511 #16	50	Mahoning	330-740-2010
7	Belmont	740-695-2121 #221	51	Marion	740-382-4811
8	Brown	937-378-3998	52	Medina	330-725-9755
9	Butler	513-887-3160	53	Meigs	740-992-2698
10	Carroll	330-627-2250	54	Mercer	419-586-6402
11	Champaign	937-484-1600	55	Miami	937-332-6844
12	Clark	937-328-2423	56	Monroe	740-472-0873/2500
13	Clermont	513-732-7261	57	Montgomery	937-225-4315
14	Clinton	937-382-2250	58	Morgan	740-962-4475
15	Columbiana	330-424-9515	59	Morrow	419-946-4060
16	Coshocton	740-622-1243	60	Muskingum	740-455-7109
17	Crawford	419-562-7941	61	Noble	740-732-4044
18	Cuyahoga	216-443-7135	62	Ottawa	419-734-6740
19	Darke	937-547-7310	63	Paulding	419-399-8205/8206
20	Defiance	419-782-1926	64	Perry	740-342-2074/1627
21	Delaware	740-368-1790	65	Pickaway	740-474-4765
22	Erie	419-627-7744	66	Pike	740-947-4125/2713
23	Fairfield	740-687-7027	67	Portage	330-297-3573
24	Fayette	740-336-6461	68	Preble	937-456-8148
25	Franklin	614-462-3230	69	Putnam	419-523-6686
26	Fulton	419-337-9200	70	Richland	419-774-5507
27	Gallia	740-446-4612 #217	71	Ross	740-702-3080
28	Geauga	440-285-2222 #3900	72	Sandusky	419-334-6123
29	Greene	937-562-5074	73	Scioto	740-355-8324
30	Guernsey	740-432-9248	74	Seneca	419-447-0692
31	Hamilton	513-946-4129	75	Shelby	937-498-7202
32	Hancock	419-424-7019	76	Stark	330-451-7350
33	Hardin	419-674-2239 #241	77	Summit	330-643-2669
34	Harrison	740-942-8861	78	Trumbull	330-675-2420
35	Henry	419-592-1956	79	Tuscarawas	330-365-3321
36	Highland	937-393-1915	80	Union	937-645-3003
37	Hocking	740-385-2127	81	Van Wert	419-238-0843
38	Holmes	330-674-1896	82	Vinton	740-596-5445
39	Huron	419-668-8464	83	Warren	513-695-1235
40	Jackson	740-286-4231	84	Washington	740-373-6623
41	Jefferson	740-283-8590	85	Wayne	330-287-5444
42	Knox	740-393-6750	86	Williams	419-636-5639/5630
43	Lake	440-350-2533	87	Wood	419-354-9153
44	Lawrence	740-533-4310	88	Wyandot	419-294-1531