



Ohio Department of
TAXATION

Personal Property Tax Division
30 E. Broad St., 21st Floor • Columbus, OH 43215

Guidelines for Filing Ohio Personal Property Tax Returns



2003 Edition

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Tax Commissioner

This booklet is published to apprise persons of the manner in which property taxes are levied in Ohio. It was prepared to convey general information about such taxes, with emphasis on personal property tax. The booklet does not apply to all situations, and is not intended as a substitute for the law itself or for professional tax advice. (Revised 1/03)

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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.

Frequently Asked Questions

What is personal property?	Personal property is every tangible thing that is owned, except real property. Real property is defined as land, growing crops, all buildings, structures, improvements and fixtures on the land.
Who must file?	If you are engaged in business in Ohio or have beneficial interest in property located in Ohio January 1, or hold an active charter or license from the Ohio Secretary of State, you must file a return.
What forms must be filed?	Form 920, County Return of Taxable Property, and Form 921, Ohio Balance Sheet, must be filed in duplicate. Other forms, described later, may also be required.
When is the return filed?	The return is filed between February 15 and April 30. An extension of time to June 15th may be requested from the County Auditor in the county where the return is required to be filed.
Where is the return filed?	The return is filed with the County Auditor in the county in which the business is located. Taxpayers located in more than one county must file a combined return (Form 945) with the Tax Commissioner.
What property is taxed?	Tangible personal property used in business is taxed. This includes machinery and equipment, furniture and fixtures, small tools, supplies and inventory held for manufacturer or resale.
What is the \$10,000 exemption?	Each taxpayer is entitled to an exemption not greater than \$10,000 of listed value. This exemption is deducted from the total listed value in the taxing district with the greatest listed value. If there is an excess, the balance is deducted from the district with the next greatest listed value. To obtain the full amount of the exemption, the taxpayer must timely file a return. If the return is received late, the assessor will add a penalty of one-half of the listed value normally exempted to a maximum of \$5,000 listed value. (Ex: Total listed value \$8,000 x 1/2 = loss of \$4,000 exemption caused by late filing.)
How is the tax calculated?	The tax is based on the true or market value of the property. In the case of fixed assets, the value is the cost less an allowance for depreciation depending on age. In the case of inventory, the average of the cost of inventory on hand at the end of each month is the value. The values are reduced to taxable or listed values and multiplied by the local tax rate. This tax rate varies according to location and is based on the tax rates for real property.
Which taxing district should I use?	Tangible personal property is required to be listed in the taxing district where it is physically located on listing date. Refer to your real estate tax bills or contact your County Auditor.
What is true value?	The true value of depreciable tangible personal property is its book cost less book depreciation, unless the Tax Commissioner or a taxpayer using the prescribed prima facie valuation procedure finds that the depreciated book value is greater or less than the true value of such property.

When are the taxes paid?	When the return is filed, one-half of the total tax must be paid, and the second-half must be paid by September 20. A bill is mailed by the county treasurer to indicate the amount due.
Is there a minimum amount of tax?	If the total tax due is less than \$2, then no payment is required. <u>A return must be filed even though no tax is owed.</u>
What if I file after the due date?	If the return is received late, the assessor will add a penalty of one-half of the listed value normally exempted, to a maximum of \$5,000 listed value. Also, a penalty of up to 50% is added to the remaining taxable value.
What if I make a late payment?	Late paid taxes are subject to a 10% late payment penalty and also to interest charges. The interest is applied monthly and is based on the current market rate.
What if my business began after January 1?	Those taxpayers who begin business after January 1 must file a Form 920-NT (new taxpayer return) within 90 days of beginning business. The amount of tax is prorated according to the number of full months left in the calendar year.
What if my business stops after January 1?	If business stops or property is sold after January 1, a full return is still due. However, a return will not be required for the following year.
What tax return forms should I use? Where do I obtain the form?	Those taxpayers with property in only one county must file Form 920, County Return of Taxable Business Property. Obtain Form 920 from the county auditor in whose county the property is located. If property is located in more than one county, Form 945, Intercounty Return of Taxable Property, must be filed. Obtain this from from the Tax Commissioner.
Are other forms required?	<p>Form 902, Claim for Deduction from Book Value: File this form if the value you claim is less than the depreciated book value, as shown on your books and records. This deduction must be reflected in the return schedules and recapitulation of listed values.</p> <p>Form 913EX, Report of Exempt Personal Property located in an Enterprise Zone and Hazardous Substance Reclamation Area: This form is required when an exemption for property located in an Enterprise Zone is claimed and to calculate the taxable property within a zone.</p> <p>Form 925, Return of Grains Handled: This form is required to be filed by those taxpayers who handle grain.</p> <p>Form 937, True Value Computation: This form is required to be filed when using the prescribed True Value Computation.</p>

These forms are available on our Web site at www.state.oh.us/tax/, by contacting your local county auditor, or the Tax Commissioner at P.O. Box 530, Columbus, Ohio 43216-0530.

Ohio Department of Taxation Taxpayer Service Center Locations

*Walk-in services are available at all office locations
Monday through Friday 8:00 a.m. to 5:00 p.m.*

AKRON Taxpayer Service Center

Akron Government Center
161 South High Street
Suite 501
Akron, OH 44308-1600

CINCINNATI Taxpayer Service Center

900 Dalton Avenue at West 8th Street
Cincinnati, OH 45203-1171

CLEVELAND Taxpayer Service Center

615 West Superior Avenue
Fifth Floor, Room 570
Cleveland, OH 44113-1891

COLUMBUS Taxpayer Service Center

800 Freeway Drive North
Columbus, OH 43229

OR

30 East Broad St., 20th Floor
Columbus, OH 43215

DAYTON Taxpayer Service Center

Centre City Offices
15 East Fourth Street, Room 510
Dayton, OH 45402-2162

TOLEDO Taxpayer Service Center

One Government Center, Suite 1400
Toledo, OH 43604-2232

YOUNGSTOWN Taxpayer Service Center

242 Federal Plaza West, Suite 402
Youngstown, OH 44503-1294

ZANESVILLE Taxpayer Service Center

601 Underwood Street
Zanesville, OH 43701-3786

IRS Offices in:

Cincinnati, Cleveland, Columbus,
Dayton and Toledo
8:00 a.m. to 4:30 p.m., Monday-Friday

For Deaf, Hearing Impaired or Speech Impaired Who Use TTY or TDD Only:

Please contact the Ohio Relay Service at 1-800-750-0750 and give the communication assistant the Ohio Department of Taxation telephone number you wish to contact.

Volunteer Tax Assistance Program (VITA) and Tax Counseling for the Elderly (TCE)

These programs help older, disabled, low-income and non-English speaking people fill in their state and federal returns. For locations in your area call the Internal Revenue Service at 1-800-829-1040. If you received an Ohio and/or federal income tax package in the mail, take them with you when you go for help.

The Ohio Department of Taxation is an Equal Opportunity Employer.

Introduction

This booklet is published to apprise persons of the manner in which property taxes are levied in Ohio. It was prepared to convey general information about such taxes, with emphasis on personal property tax. The booklet does not apply to all situations, and is not intended as a substitute for the law itself or for professional tax advice.

The explanations and completed examples in this booklet do not apply to persons engaged in business as a financial institution or dealer in intangibles, or an insurance company except when those taxpayers lease property to others. Persons who are engaged in these businesses should write the Tax Commissioner for further information specific to their reporting requirements. Taxpayers who are public utilities also have different reporting requirements, as will those who lease property to public utilities when that property is used directly in the rendition of a public utility service. A special publication describing the valuation of public utility property, is available from the Tax Commissioner.

Definitions

Real Property – items of property devoted primarily to the general use of the land, growing crops, buildings, structures and improvements are to be considered as real property. (O.R.C. 5701.02).

Personal Property – all other items of property, including structures, fixtures, foundations and all things accessory thereto, that are devoted primarily to the business conducted on the premises are to be considered as personal property. (O.R.C. 5701.03)

Taxpayer – means any owner of taxable property, and includes every person residing in, incorporated or organized under the laws of this state, or doing business in this state, or owning or having a beneficial interest in personal property in this state. (O.R.C. 5711.01 (b))

Business, Used in Business – business includes all enterprises except agriculture, conducted for gain, profit or income, and extends to personal service occupations. Personal property is used in business when held as a means for carrying on the business, kept and maintained as a part of a plant capable of operation, or stored or kept on hand as material, parts, products or merchandise. (O.R.C. 5701.08)

Public Utility – means each person referred to as a telephone company, telegraph company, electric company, natural gas company, pipeline company, waterworks company, water transportation company, heating company, rural electric company or railroad company, includes interexchange telecommunications company. (O.R.C. 5727.01 (At I))

Manufacturer – is a person who purchases, receives or holds personal property for the purpose of adding to its value by manufacturing, refining, rectifying or combining different materials with a view of making a gain or profit by doing so. (O.R.C. 5711.16)

Merchant – is a person who owns or has in possession

or subject to his control, or has been consigned to him, personal property within this state with authority to sell it, with a view to being sold at an advanced price or profit. (O.R.C. 5711.15)

New Taxpayer – is a person who engages in business in this state on or after January 1 in any year. (O.R.C. 5711.03)

Listing Date – generally will be the close of business on December 31 of the preceding year. However a taxpayer using a fiscal year-end other than December 31 for federal income tax purposes must use the last preceding fiscal year-end as the tax listing date. If such taxpayer has not been in business in Ohio for a full 12 months preceding the fiscal year-end, he must use a December 31 listing date. Alternate listing dates may be authorized or required under certain circumstances.

Real Property

The county auditor is the assessor of all real property in his county. The Department of Taxation, through the Division of Tax Equalization, supervises the assessment of real property through the issuance of rules and regulations and the prescription of forms.

The taxable value of all real property is 35% of its true value in money. All real property must be reappraised in each county every six years with annual adjustments for new construction and deletions of property in a parcel.

Real property taxes are based on the taxable value of the property and levied by the county auditors and collected by the county treasurers. The tax rates applicable to real property vary throughout the state and represent the aggregate legal levies approved by the voters in each taxing district. Revenue from this tax is used to support local government and services such as schools, police and fire protection, health and sanitation services, etc.

Several reductions in taxes exist, such as the Homestead Exemption and the 10% rollback for all real property and an additional 2 ½% rollback for residential property. Such reductions in property taxes are reimbursed to the local governments from the state's General Revenue Fund. Applications for the Homestead Exemption and questions concerning all real property exemption programs should be directed to the county auditor.

Tangible Personal Property

All tangible personal property is taxable when used in business. The Tax Commissioner is the assessor of all such property with each county auditor serving as a deputy of the Tax Commissioner for such purposes.

Tangible personal property is reported by the filing of an annual tax return with either the county auditor or the Tax Commissioner. Most tangible personal property is assessed or listed at 25% of its true value in money.

Tangible personal property taxes are based on the assessed value of the property and the tax rate for the taxing district where the property is located. This rate is the same as for real property, except that some reductions in the real property tax rates do not apply to personal property tax rates. The taxes are collected by the county treasurers and are used for the same purposes as those from real property taxes.

Filing Requirements

Each taxpayer must file an annual return and list all taxable property as to ownership, valuation and taxing district. Every business entity must file an annual return, even to disclose that no tax liability exists. Tax returns must be filed between February 15 and April 30. An extension of time to file the return may be obtained from the official with whom the return must be filed. Approved extensions are granted until June 15th. New taxpayers have different filing requirements for the year in which they engage in business in Ohio.

Tax Forms

Form 920, County Return of Taxable Business Property, is to be used by all taxpayers except those with property in more than one county. This form may be obtained from and must be filed with the Auditor of the County in which the property is located. Corporations having no taxable personal property should file in the county where the principal business activity is conducted. In the event there are no activities or locations in Ohio, this form should be filed with the Tax Commissioner. Form 920 is required to be filed in duplicate.

Form 945, Inter-County Return of Taxable Business Property, is to be used by taxpayers having taxable property in more than one county. This form is obtained from and must be filed with the Tax Commissioner, P.O. Box 530, Columbus, OH 43216-0530.

Supplemental Forms

Unless otherwise indicated, the following forms may be obtained from the official with whom the tax return is filed, and must accompany the tax return at the time of filing.

Form 902, Claim for Deduction from Book Value, is to be filed by taxpayers claiming values less than net book value. This form must accompany the tax return at the time of filing.

Form 913-EX, Return of Exempt Personal Property, is to be filed by taxpayers with exempt property located in an Urban Jobs and Enterprise Zone.

Form 921, Ohio Balance Sheet, must be filed by every taxpayer engaged in business in Ohio. This form is a confidential document and should accompany the tax return at the time of filing, or may be mailed separately to the Tax Commissioner.

Form 925, Return of Grains Handled, is required to be filed by all taxpayers engaged in the business of handling grain.

Form 310, For Storage Only, reports inventory held in storage in a private warehouse in Ohio.

Form 937, True Value Computation, is to be used by taxpayers valuing property based on the Tax Commissioner's prescribed composite group-life classes.

Form 945-S, County Supplemental Return, must be filed by taxpayers required to file Form 945 when the taxable value in a taxing district increases or decreases from the value reported in the previous year in excess of \$500,000 or more. This form is filed with the appropriate County Auditor.

Payment of Taxes

All taxes for tangible personal property are paid to the appropriate county treasurers. Receipts for payments will be sent when a self-addressed stamped envelope is sent with the payment, or when the payment is made in person.

When Form 920 is required to be filed, the return must be accompanied by, or followed within 10 days thereafter by a payment equal to one-half the total amount of taxes shown thereon. The balance due is payable on receipt of a bill from the County Treasurer or before September 20, whichever is later.

When Form 945 is required to be filed, no payment is required with the return. The full amount of the taxes for each county will be billed by the appropriate county treasurer, and are payable on receipt of the bills from the county treasurer or before September 20, whichever is later.

The remainder of this publication is devoted to the tangible personal property tax as it pertains to general business property. Taxpayers engaged in business as a public utility, financial institution or dealer in intangibles should write to the Tax Commissioner for information about their particular tax and reporting requirements. In this booklet, there is a description of the composite valuation method, and illustrations of the forms filed by different types of taxpayers.

Listing and Valuing Personal Property

Tax forms have been prescribed and designed to permit the taxpayer to list his property in a clear, concise manner. The schedules in the return forms (920 or 945) for reporting the true value of and computing the listed value of personal property are: Schedule 2, Machinery and Equipment Used in Manufacturing; Schedule 3, Manufacturing Inventory; Schedule 3A, Merchandising Inventory; Schedule 4, Furniture, Fixtures, Equipment Not Used in Manufacturing; Schedule 5 (Form 945 only) Return of Grains Handled.

Property listed in Schedule 2 or 4 must be reported according to the taxing district in which it is physically located on the listing date required to be used by the owner. Property listed in Schedule 3 or 3A must be reported by using the monthly average values for each taxing district in which the taxpayer had inventory during any part of the 12-month period ending on the tax listing date. Contact the local county auditor with the address of the property or refer to the real property tax bill to determine the correct taxing district.

In Schedule 2, enter the true value of all engines, machinery, equipment, implements, small tools, machinery repair parts and other tangible personal property used in the following activities:

manufacturing	mining
laundries	towel and linen supply
dry cleaning plant	stone and gravel plants
radio and television broadcasting	

In Schedule 3, enter the monthly values of all inventory used in manufacturing, including supply inventories consumed in the manufacturing process.

In Schedule 3A, enter the monthly values of all inventory acquired and held for sale and any finished goods inventory of a manufacturer not held in the county of manufacture.

In Schedule 4, enter the true value of all furniture, fixtures, machinery, equipment and supplies not used in manufacturing; all inventories of taxpayers other than manufacturers or merchants; and all domestic animals not used in agriculture.

Reporting and Valuing Depreciable Assets

Depreciable assets must be listed at their true value in money, which may be greater or less than their net book value. The Tax Commissioner has prescribed a valuation procedure that applies composite allowances to the cost of assets based on their use and business activity. This valuation procedure is to be used in lieu of net book value for determining the true value of most depreciable assets. A more detailed description of the valuation procedure, including the assigned class lives, follows on page 9. In those instances where the computed true value is less than net book value, Form 902 must be filed with the tax return.

Property that is expensed at acquisition and has a useful life of one year or less is valued at 50% of the cost of the amount on hand on the taxpayer's listing day. Other items, such as barrels, returnable containers and bottles, are valued according to previously promulgated methods. Supply items, inventories of repair and maintenance parts, and equipment held as spare parts are valued at the cost of the amount on hand on the taxpayer's listing day.

Depreciable assets classified as personal property and excluded or exempted from taxation include: motor vehicles registered and licensed in the name of the owner, aircraft registered and licensed in the name of the owner; watercraft not used exclusively in Ohio waters; air, water and noise pollution control facilities and waste removal facilities certified by the Tax Commissioner as exempt; patterns, jigs, dies and drawings when held for use and not for sale in the ordinary course of business; construction in progress while under construction and not capable of use; harvested crops belonging to the producer thereof; depreciable assets and domestic animals used in agriculture; property located in an Urban Jobs and Enterprise Zone for which an exemption has been granted; property located in buildings boarded up, rendered functionally inoperable and held for disposal.

Leased Property

Leased property must be reported and listed by the owner in his tax return. Property leased to a public utility under a sale/lease transaction occurring in the same calendar year must be reported by the public utility in its annual report. Other property leased to a public utility when used directly in the rendition of a public utility service must be listed by the owner and valued the same as if the public utility was reporting it. A separate publication is available from the Tax Commissioner describing the valuation procedure for public utility property.

If the lessee is obligated to purchase the property, he is deemed to be the owner and must report the property. Leased property used exclusively in agriculture is exempt. Leased property is valued and listed according to the use to which it is put by the lessee.

Inventories

Ohio law requires the inventories of manufacturers and merchants to be listed on the average monthly basis for each taxing district in which inventories were held during any part of the year. The average value shall be determined by dividing the sum of the monthly values in that district by the number of months engaged in business in Ohio as a manufacturer or merchant, respectively. If the books and records of the taxpayer do not provide monthly values, the gross profits method may be used, providing purchases and sales are accrued properly.

The value of manufacturing inventory must include the costs of raw material, work-in-process, and finished goods. The value of goods-in-process and finished goods must include all factory burden and overhead costs attributable to the manufacturing facilities and processes. 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 LIFO basis must be restated.

The value of merchandising inventory must include the costs to acquire the inventory, taxes and freight. Inventories carried at retail value must be restated at cost. (Rule 5703-3-17) Inventories held on a floor-plan basis must be returned at full value.

Consigned manufacturing or merchandising inventory must be listed by the owner, but merchandise consigned from a nonresident of Ohio to a merchant doing business in Ohio must be listed by the Ohio merchant. (Rule 5703-3-09)

Supply inventories of a manufacturer must be listed in Schedule 3 on the average basis. All other supply inventories must be listed as of listing date in Schedule 4.

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. The listing percentage for inventory is 23% for the 2003 tax return.

\$10,000 Exemption

For each taxpayer, the first \$10,000 of listed value of taxable personal property is exempt from taxation. 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 listed value. This process is continued until the aggregate of the exemptions reaches \$10,000. A return must be filed even though no tax is due. The county and local governments will be reimbursed for the taxes not paid because of the exemption only if a return has been filed claiming the exemption.

Late Filing and Late Payment Penalties, Interest

When a return is filed after the due date, or the due date as extended, a late filing penalty may be applied to the listed value. One-half of the allowable exemption is forfeited, and a penalty of up to 50% may be applied to the remaining listed value. A Petition for Abatement of the Penalty may be filed with the Tax Commissioner within 60 days of the mailing of the assessment. Such petition must state the reason(s) for the late filing of the return and include a copy of the assessment certificate(s).

Taxes paid after their due date are subject to a late payment penalty of 10%. A request for abatement of this penalty may be made to the County Auditor. If the County Auditor does not abate the penalty, that decision may be appealed to the Tax Commissioner.

Taxes paid after their due date and tax overpayments refunded to the taxpayer are subject to interest charges. The interest percent varies according to the federal funds interest rate each October, and accrues on a monthly basis. There is no basis for an appeal or any reduction to the interest on taxes paid after the due date.

Taxpayer's Bill of Rights

Substitute Senate Bill 147 was passed and effective January 1, 1990. This bill creates specific rights of and requires certain disclosures to taxpayers with respect to audits and assessments arising out of personal property taxation, and corporate franchise, sales, use and income taxes.

Before the commencement of an audit of his return, each taxpayer will receive a written description of the roles of the Department of Taxation and of the taxpayer during an audit. The legislation provides that audits conducted by the Department of Taxation be conducted during regular business hours, and that there shall be written notice of the scheduled audit prior to the commencement of the audit. The taxpayer is entitled to representation during an audit, and may electronically or otherwise record the audit examination.

With or before the issuance of an assessment that requires a correction to the tax list and duplicate, the Tax Commissioner or County Auditor shall provide to the taxpayer a written description of the basis for the assessment and any penalty required to be imposed with the assessment, and a written description of the taxpayer's right to appeal the assessment, including the steps required to request administra-

tive review by the Tax Commissioner. In the case of the issuance of a final assessment, the commissioner or county auditor is required to inform the taxpayer in writing of the steps necessary to appeal the final assessment to the Board of Tax Appeals.

Other provisions of the legislation include the appointment of a problem resolution officer to aid a taxpayer who cannot obtain satisfactory answers from Tax Department employees, continuing education and training programs for the department's employees, a system for monitoring the performance of tax agents including evaluations obtained from taxpayers, and a procedure for requesting and receiving written opinions from the Tax Commissioner concerning future tax liabilities.

Copies of the brochures containing more detailed information with regard to Tangible Personal Property are available from the Ohio Department of Taxation, Property Tax Division, P. O. Box 530, Columbus, OH 43216-0530. A separate brochure with information on Income, Sales, Use and Corporate Franchise Taxes is available from the department's Tax Policy and Communication Division at the same address.

True Value of Tangible Personal Property

Introduction

Ohio Administrative Code (OAC) Rules 5703-3-10 and 5703-3-11 provide for the determination of the true value of tangible personal property used in business. A procedure that applies a composite annual allowance to historical costs has been prescribed by the Tax Commissioner for more than 60 years, with modifications to reflect current technology and business experience, new type of equipment and new business activities. The procedure, often referred to as the "true value computation" or "302 computation," has been approved by the courts as a means for determining true value for personal property tax purposes. Such value is prima facie true value and, in the absence of evidence to the contrary, is acceptable as "true value in money." The composite annual allowance procedure prescribed in OAC 5703-3-11 uses a comprehensive listing of business activities, a composite group life for each activity, and a table with valuation percentages for each class.

Am. Sub. Senate Bill 1156 revised the procedure for valuing taxable property of public utilities and interexchange telecommunication companies (ITC) and certain tangible personal property leased to public utilities and ITC's. Starting with the 1990 tax year, taxable property leased to a public utility or ITC and used by the public utility or ITC directly in the rendition of a public utility service as defined in ORC Section 5739.01 (P), must be valued the same as taxable property owned by a public utility. The valuation procedures are described in the publication Valuation of Public Utility Property, available from the Department of Taxation Public Utility Section, P.O. Box 530, Columbus, OH 43216-0530.

Composite Class Life

The North American Industry Classification System of the Office of Budget and Management was used as the model for

the list of business activities, and is intended for a business to determine, on a prima facie basis, which class life should be used for valuing its property. The description of business activities should include your business activity. If you are not sure which business activity applies or if your activity is unique and not listed, contact the Personal Property Tax Division for clarification. You may direct inquiries to the Ohio Department of Taxation, Personal Property Tax Division, P.O. Box 530, Columbus, OH 43216-0530 or call 888-644-6778. O.R.C. Section 5703.53 provides that a taxpayer may ask for and receive a written opinion of the Tax Commissioner. The determination of the correct class life may be the subject of an opinion that would be binding for the inquiring taxpayer only, and as long as the same circumstances exist.

Types of property used in general administrative functions common to most businesses are separately shown at the beginning of the listing of business activities with the appropriate group-life class for each. When business activities are composed of widely differing processes, operations and products, each of which requires the use of different types of property, these activities have been subdivided by operation or product and assigned the appropriate group-life class.

Because each class listed uses the composite approach for the property (short-lived and longer-lived) used in each business activity, isolating a segment from a business activity or certain property from within an activity for the purpose of applying a different class is not permitted except as specified.

True Value Computation

Form 937, True Value Computation, is provided for you to list the data necessary to determine the aggregate true value of tangible personal property. A separate computation is necessary for each taxing district where property is located and within a given taxing district, for each business activity or type of property assigned a different group-life class. Form 937 or a facsimile is required to be filed with the tax return.

The instructions in this paragraph refer to the examples of completed Form 937's shown later in this book. Costs of taxable property at the end of the previous year are to be shown by year of acquisition in columns 1 and 2. Additions, disposals and transfers occurring during the year are to be entered at cost, opposite the year in which they were acquired in columns 3 and 4. The resulting costs remaining at year-end are then listed in column 5. Their total must equal the beginning-of-year total plus total additions and transfers-in, less total disposals and transfers-out. The valuation percentages for the assigned class are listed in column 6. Each year-end cost is multiplied by the corresponding valuation percentage and the product listed in column 7. The total of that column is the true value and is listed in schedule 2 or 4 in the tax return.

Cost-column totals must agree with ledger accounts. Property written off the records, but still physically on hand, must be included in the computation, and property disposed of, but not written off the records, should be deducted and separately identified in the computation. Costs for nontaxable property,

such as registered motor vehicles, licensed aircraft, property taxed as real property, or pollution control facilities certified exempt, should not be included.

Full costs must be shown. Costs must include inbound freight, millwrighting, overhead, investment credits, assembly and installation labor (including premium pay and payroll taxes), material and expenses, and sales and use taxes. Costs of assets may not be reduced by trade-in allowances. Major overhaul costs are to be treated as capitalized and listed as acquisitions in the year in which they occur.

Exceptions to the True Value Computation

Fixed assets that have a determinable useful life of one year or less and the cost of which is expensed at acquisition are valued at 50% of the cost of the amount on hand at year-end. Inventories of repair and maintenance parts as well as equipment held as spare parts are valued at 100% of the cost of the amount on hand at year-end.

The supply items of a manufacturer that are not costed into inventory, and supply items of all other taxpayers are to be valued at the cost of the amount on hand at year-end. This includes office supplies and supplies used in the normal business activities.

Returnable containers, such as barrels, bottles, carboys, coops, cylinders, drums, reels, etc., are to be valued separately, in accordance with previously promulgated methods.

Videotapes held for rental are valued at declining percentages, 50%, 30% and 20% of original cost in the first, second and third years that they are owned. Thereafter, the value is 20% of original cost. Videotapes held for sale are treated as merchandise inventory using the average month-end cost as the value.

Property located in buildings boarded up, or in departments closed off, or removed from the production line, is functionally inoperable and held for disposal as of tax listing day is not taxable. The taxpayer must identify such property separately in the tax return, with an explanation of the circumstances.

Property that is temporarily idle for purposes of overhauling and repair, from seasonal operation, or from reduced usage is subject to taxation and is not entitled to a reduced valuation for that reason. Property that is held for future use whether as an entire unit or as spare parts is subject to taxation.

Special Reporting Requirement (Sec. 5711.18)

Whenever a taxpayer reports any property at a value that is below its depreciated book value, he must include a claim for deduction from book value in writing with his tax return. Form 902, Claim for Deduction from Book Value, has been prescribed by the Tax Commissioner for displaying the claim in the return. (OAC 5703-3-10).

Business Activities and Composite Group Life Classes

The business activities set forth below are categorized and are presented in a manner similar to the standard industrial classifications employed by the federal government. The listing of certain activities is not intended as a presumption of taxability nor are the major headings reflective of the proper schedule in which the property is to be listed in the tax return.

Business Activity

<i>Agriculture, Forestry and Fishing (422, 424)</i>	Class
Growing crops, raising and keeping animals and fowl, agricultural and horticultural services	III
Commercial fishing, fish hatcheries, hunting, trapping and game propagation	III
 <i>Amusement and Recreation Services (711, 713)</i>	
Auditoriums, concert halls, stadiums and motion picture theaters, including drive-in theaters	III
Dance halls and studios, theatrical producers and services, music groups, actors, entertainment groups	III
Bowling alleys, billiard and pool establishments	III
Commercial sports, golf courses, amusement parks and rides, membership sports and recreation clubs, swimming pools and beaches, riding schools, carnivals, expositions, boat liveries, shooting galleries	III
Coin-operated or token-operated amusement and entertainment devices	II
 <i>Automotive Services (421)</i>	
Vehicle leasing, parking, towing, rebuilding and repair, diagnostic centers, and related services	III
Car and truck washes	II
 <i>Business Services (421, 514, 518, 561)</i>	
Advertising agencies	III
Advertising, outdoor signs (Sign manufacturing – See “Miscellaneous Manufacturing”)	II
Miscellaneous advertising: Aerial; direct mail; circular, handbill and sample distribution; transit cards	III
Credit reporting, adjustment and collection agencies	III
Mailing, reproduction, commercial art photography, stenographic service, blueprinting, photostating, photocopying	III
Building services, janitorial and maintenance, painting	III
Cold storage, food locker rental	IV
News syndicates, wire services	III
Employment and temporary help service	III
Data-processing services: Computer programming, systems design and other software services, data processing, leasing machine time: Computers and related equipment only	II
Leasing services: There is no single class applicable to the business of leasing; rather, the activity in which the lessee uses the leased property determines the appropriate class.	
Rental services: Short-term rentals, as of construction, concession, banquet and meeting equipment, portable sanitary facilities, power tools, etc.	II
Miscellaneous services: Research and development laboratories; management, consulting and public relations services; detective agencies, protective services; photofinishing; trading stamp services; testing laboratories, bondsmen; bottle exchanges; drafting services; interior design; notaries public;	

packaging and labeling services; telephone message service; auctioneering; landscaping and grounds maintenance, tree trimming, etc. III

Chemicals and Allied Products (422)

Manufacturing basic chemicals such as acids, alkalis, salts, organic and inorganic chemicals; chemical products for further manufacture such as plastic materials and synthetic resins, rubber and fibers, including petrochemical processing beyond petroleum refining; finished adhesives, explosives, and compressed, liquid and solid industrial and specialty gases – except finished rubber and plastics products, natural gas products or byproducts V

Communication (513, 515, 517)

Radio and television broadcasting, cablevision, satellite communication services III

Construction (233, 234, 235, 236, 237, 238)

General building, marine and heavy construction II

Special trade contractors II

Water well drilling II

Electric, Gas and Sanitary Services (Other Than Public Utilities) (486)

Electric generation and distribution VI

Production and distribution of natural gas, mixed, manufactured or liquefied petroleum gas VI

Water gathering, treatment and distribution and waste-water treatment VI

Steam production and distribution VI

Fabricated Metal Products (421)

Manufacturing from refined or cast ferrous or nonferrous metals; cans, tinware, hardware, structural metal products, plate work, sheet-metal work, prefabricated buildings and components, screw machine products, castings, forgings and stampings, coating and plating, ordinance and accessories, ammunition, small arms, valves, pipe fittings, wire products, foil and leaf, and custom specialty products V

Finance, Insurance and Real Estate (522-525, 531)

Banking, savings and lending institutions, business and personal credit institutions; security brokers, dealers and services; exchanges III

Insurance underwriters (all risks), agents and brokers III

Real estate operators, lessors, agents, managers, title abstracters, subdividers and developers III

Holding and investment company offices; trusts III

Food and Food Products (422, 424)

Meat: Slaughtering

Meat packing, curing, making sausage and other prepared meats III

Poultry and small game: slaughtering, dressing III

Slaughtering, preparing, packaging animal foods, including pet foods V

Dairy products: Processing butter, cheese, milk, ice cream, etc. IV

Fruits and vegetables: Canning, preserving, pickling, drying, freezing; making soups, preserves, sauces and seasonings, salad dressings and other specialties V

Seafoods: Canning, curing, freezing fish and seafoods V

Grain mill products: Milling flour, rice, corn, etc.; making blended flour, animal and fowl feeds, pet foods VI

Making cereal breakfast foods IV

Grain handling, processing and storage facilities (see "Wholesale and Retail Trade")

Bakery products: Making bread, pastries, chips, cake mixes, etc	IV
Sugar: Refining cane, beet and maple sugar and syrups	VI
Confections: Making candy, etc.	IV
Fats and oils: Cottonseed, soybean and vegetable oil milling; rendering, processing animal and marine fats and oils, making shortening, table oils, etc., except margarine	VI
Manufacturing margarine	IV
Alcoholic beverages: Brewing, distilling, rectifying, blending, packaging	V
Soft drinks: Preparing, bottling, canning soft drinks, carbonated waters, flavoring extracts and syrups	IV
Miscellaneous food preparations: Roasted coffee, instant coffee, noodles, refined salt, chewing gum, manufactured ice	IV

General Activities

General administrative activities involving the use of desks, files, typewriters, calculators, adding and accounting machines, communications equipment, fax machines, cellular telephones, pagers, copiers and duplicating equipment, security systems, and other office furniture, fixtures and equipment	III
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Leather and Leather Products (316)

Tanning, curing, finishing hides and skins; processing fur pelts; manufacturing finished leather products such as footwear, belting apparel, luggage and similar leather goods	V
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Lodging Places (721)

Hotels, motels, rooming houses, tourist courts, camps, parks and membership lodging places	III
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Lumber, Wood Products and Furniture (421, 423)

Logging, sawing dimensional stock from logs, chipping, permanent or portable mills	III
Manufacturing finished lumber, plywood, hardboard, flooring, veneers, furniture and other wood products, including wooden matches	V

Manufacturing Machinery (421, 423)

Manufacturing and assembly of engines, metalworking machinery and machine tool accessories, turbines, farm machinery, construction and mining machinery, materials handling machinery, food products machinery, textile machinery, woodworking machinery, paper industries machinery, compressors, pumps, bearings, blowers, industrial patterns, process furnaces and ovens, office machines, and refrigeration and service industry machines – except electrical machinery and transportation equipment	V
Manufacturing and assembly of electrical test and distributing equipment, electrical industrial apparatus (motors, generators, etc.), household appliances, electric lighting and wiring equipment, batteries and ignition systems	V
Manufacturing and assembly of electronic communication, detection, guidance, control radiation, computation, test and navigation equipment and components	V

Membership Organizations (813)

Business, professional, labor union, civic, social, fraternal, political, religious organizations, farm bureaus and granges	III
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Mining (213, 214, 421, 423)

Metal mining, coal mining, quarrying of nonmetallic minerals (including sand, gravel, stone, clay and salt) and milling, beneficiation and other primary preparation	IV
Petroleum and natural gas:	
Geophysical and exploratory operations	III
Drilling of oil and gas wells	II

Field services, such as cleaning, fracturing, chemical treatment, cementing and perforating well casings, plugging and abandoning wells	III
Miscellaneous Manufacturing (421, 423)	
Manufacturing jewelry, musical instruments, toys and sporting goods, pens and pencils, office and art supplies, advertising signs, waste reduction; processing motion picture, television, commercial or noncommercial film; reproducing phonograph records and prerecorded tapes; hard-surface floor coverings, etc	V
Manufacturing burial caskets and vaults	V
Motion Picture and Recording Studios (512)	
Motion picture and tape production (except processing), studio property, picture distribution, film exchanges and rentals, film libraries; recording studios, except reproduction	III
Museums (712)	
Museums, art galleries, arboreta, botanical and zoological gardens	III
Paper and Allied Products (422)	
Manufacturing pulps, paper and paperboard	VI
Manufacturing converted papers, pressed and molded pulp goods, paper bags, boxes, envelopes, fiber cans, tubes and drums, paper matches	V
Manufacturing asphalted paper and fiber insulation	VI
Personal Services (541, 812)	
Laundry, cleaning and garment services: Dry cleaning and pressing plants or shops; towel and linen supply; rug, carpet and upholstery cleaning; commercial laundries, including diaper service	IV
Laundries and dry cleaning – coin-operated	II
Photographic studios (for photofinishing, see “Business Services – Misc.”)	III
Beauty shops, barber shops	III
Shoe repair, shoeshine and hat-cleaning shops	III
Funeral service, including crematories	III
Rental services; Short-term rentals, as of apparel, small tools, home and garden tools, lockers (except cold storage), household goods, health and recreation equipment, etc.	II
Miscellaneous services: Baths, health clubs, porter service, dating or escort service, check rooms, travel agencies, tax return preparation service, etc.	III
Petroleum Refining (422)	
Distillation, fractionation and catalytic cracking of crude petroleum into gasoline, kerosenes, distillate and residual fuel oils, lubricants; manufacture of asphalt, carbon black:	
Refining equipment, fixed or portable asphalt batch plants	IV
Bulk storage facilities	VI
Primary Metals (421, 423)	
Smelting, reducing, refining and alloying of ferrous and nonferrous metals from ore, pig, scrap or slag; rolling, drawing and alloying of metals; manufacturing nails, spikes, structural shapes, castings, tubing, wire and cable:	
Ferrous metals	VI
Nonferrous metals	V

Printing and Publishing (511)

Printing by letterpress, lithography, gravure or screen; bookbinding, typesetting and phototypesetting, engraving and photograving, electrotyping and other trade services; publication of newspapers, books, periodicals IV

Reproduction services: See "Business Services"

Professional, Scientific, Controlling, Measuring and Optical Instruments (421, 423)

Manufacturing mechanical measuring, engineering, laboratory and scientific research instruments; optical instruments; surgical, medical and dental instruments and equipment; ophthalmic equipment; photographic and photocopy equipment; watches and clocks V

Professional Services (541, 611, 621, 624)

Health services: Doctors, dentists, optometrists, etc.; hospitals, clinics, nursing homes, medical and dental laboratories, and miscellaneous medical services III

Legal services III

Educational services, schools, colleges, institutes III

Social services, job training, day-care services, etc. III

Engineering, architectural and surveying services; accounting, auditing and bookkeeping services; free-lance authors, lecturers, artists, etc. III

Public Administration (813)

There is no single class applicable to property owned or used in public administration. The use to which the property is put determines the proper class.

Repair Services (811)

Household appliance and industrial equipment repair; watch, clock and jewelry repair; reupholstery and furniture repair; welding repair; armature rewinding; bicycle, leather goods, lock and gun, musical instrument and business equipment repair; septic tank and furnace cleaning; sandblasting and steam cleaning; knife sharpening; taxidermy, etc. III

Rubber and Plastics Products (422, 423)

Manufacturing products from natural, synthetic or reclaimed rubber such as tires, tubes, footwear, heels and soles, mechanical rubber goods, flooring and rubber sundries; recapping, retreading and rebuilding tires; manufacturing finished plastics products and molding of primary plastics for the trade IV

Stone, Clay, Glass and Concrete Products (421, 423)

Manufacturing stone and clay products: brick, tile and pipe, pottery, vitreous china, plumbing fixtures, earthenware, ceramic insulating materials, cut and finished stone VI

Glass: Manufacturing flat, blown or pressed glass products such as plate, safety and window glass, containers, glassware, fiberglass, optical lenses V

Manufacturing cement VI

Manufacturing ready-mix concrete, cement products and concrete products, including block, pipe and prefabricated shapes IV

Cement mixers on truck I

Gypsum and plaster products VI

Abrasive, asbestos and other nonmetallic mineral products VI

Textile Products (313-315)

Manufacturing spun, woven, knit or processed yarns and fabrics from natural or synthetic fibers, including finishing and dyeing, cutting and sewing woven fabrics; manufacturing apparel and accessories,

mattresses, carpets, rugs, pads, sheets, felt goods, lace goods, cordage and twine, curtains and draperies, textile bags, fur goods, etc. VI

Tobacco Products (424)

Manufacturing cigarettes, cigars, smoking and chewing tobacco, snuff VI

Transportation (481-488, 562)

Transportation equipment, including forklifts and other non-licensed vehicles used in conjunction with business activities elsewhere specified shall be included in the class designated for that activity. Transportation equipment used in the business of commercial or contract carrying of passengers, freight or commodities.

Locomotives and railroad cars VI

Motor vehicles, service facilities and terminals III

Barges, river and business craft, float wharves, loading and unloading equipment VI

Aircraft, hangar and service facilities and ground equipment III

Pipelines, pipe and conveyors for carrying petroleum, gas or other products, including trunk lines and storage facilities VI

Transportation Equipment (421, 423)

Manufacturing and assembling of automobiles, trucks, trailers, motor homes, buses, military vehicles, motorcycles, bicycles and other recreational and pleasure vehicles:

Manufacturing and assembly of engines, power trains, frames, bodies and other component parts, not otherwise listed V

Assembly of finished vehicles IV

Manufacturing aircraft, space craft, rockets, missiles, power units; and assembly of components V

Ship and boat building, repair and conversion VI

Building and rebuilding railroad locomotives, railroad cars and street railway cars VI

Videotape Rental (512)

Videotapes held for rental, 50%, 30%, 20% for the first, second, third years, 20% thereafter.

Wholesale and Retail Trade (421, 422, 441-448, 451-454, 722)

Property included in these activities includes all property, unless otherwise specified, used in the retail or wholesale business such as store fixtures, shelving, display cases, storage areas, point-of-sale equipment (scanners, microprocessors, terminals, cash registers, and cables and wires), basements, leasehold improvements.

Dealers at wholesale and retail in durable and nondurable goods, including eating and drinking places, carryouts, pizzerias, fast-food places, caterers and institutional food service, mail-order houses, scrap metal and waste material dealers, and others not elsewhere classified III

Petroleum bulk stations and terminals VI

Gasoline service stations

Pumps and mechanical equipment II

Store furniture and fixtures, mini-market furniture and fixtures, coolers, display fixtures III

Tanks, canopies VI

Grain handling, processing and storage facilities VI

Merchandise, food and beverage vending machines II

Warehousing III

Tables for Determining True Value

(expressed as percents)

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: These class lives cannot be used for Public Utility Personal Property Valuation purposes. Contact the department for the Public Utility True Value Booklet.

The lowest percentage in each class determines the minimum acceptable value so long as property is held for use in business.

Administration of the Personal Property Tax

Each county auditor places on their county's general tax list the values presented by each single county taxpayer as filed on the annual returns, and the inter-county values preliminarily assessed by the Tax Commissioner. A duplicate of this list is presented to the respective County Treasurer for the preparation and mailing of tax bills, and the subsequent collections.

Preliminary assessed values of general business personal property are determined by the taxpayer, based upon requirements of the Ohio Revised Code, Ohio Administrative Code and the directives and guidelines prescribed by the Tax Commissioner. Businesses with taxable personal property in one Ohio county file a County Return of Taxable Business Property, Form 920, in duplicate with the respective county auditor. Businesses with taxable personal property in more than one county file an Inter-County Return of Taxable Business Property, Form 945, with the Tax Commissioner.

Personal property tax collections are distributed by the county auditor to the local jurisdictions, e.g., county governments, municipalities, townships, school districts and special districts according to the allocated value times the total millage levied by each jurisdiction. Approximately 70% of the collected revenue is allocated to primary and secondary education.

In completing a Return of Taxable Business Property you are required to disclose the valuation methods used for determining "true value" of your personal property. Disclosure of valuation methods used should not be construed as prime facie acceptance by the Tax Commissioner of their use.

The Tax Commissioner is also responsible for assessing all unreported personal property and auditing the preliminary assessments to determine that taxable property values are based upon "true value in money."

If you discover an error after filing a Return of Taxable Business Property, an Application for Final Assessment may be filed with the Tax Commissioner to initiate a review of the values assessed.

Common questions and answers are contained in the following pages of this booklet. If you need further assistance, please call or visit your local county auditor, or call or visit one of the district offices of the Ohio Department of Taxation.

Visit the department's home page on the internet at www.state.oh.us/tax/ or please feel free to call us at 1-888-644-6778.

Akron	161 S. High St., Suite 501, Akron, OH 44308
Cincinnati	900 Dalton Ave. at W. 8th St, Cincinnati, OH 45203
Cleveland	615 W. Superior Ave., Fifth Floor, Rm. 570, Cleveland, OH 44113
Columbus	800 Freeway Drive North, Columbus, OH 43229

OR

30 East Broad St., 20th Floor, Columbus, OH 43215

Dayton Centre City Offices, 15 E. Fourth St., Rm. 510, Dayton, OH 45402

Toledo One Gov't. Center, Suite 1400, Toledo, OH 43604

Youngstown 242 Federal Plaza West, Suite 402, Youngstown, OH 44503

Zanesville 601 Underwood St., Zanesville, OH 43701

Telephone assistance is provided for 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.

Listing and Valuing Personal Property

"Personal property" is every tangible thing that is owned, except real property. "Real property" is defined as land, growing crops, all buildings, structures, improvements and fixtures on the land.

Tangible personal property used in business in Ohio is taxed. This includes machinery and equipment, furniture and fixtures, small tools, supplies and inventory held for manufacture or resale.

Each taxpayer is entitled to an exemption not greater than \$10,000 of listed value. This exemption is deducted from the total listed value in the taxing district with the greatest listed value. If there is an excess, the balance is deducted from the district with the next greatest listed value. To obtain the full amount of the exemption, the taxpayer must timely file a return. If the return is received late, the assessor will add a penalty of one-half of the listed value normally exempted, to a maximum of \$5,000 listed value.

Exempt Property

Includes property used in agriculture, pollution control facilities certified as exempt, energy conversion facilities certified exempt, patterns, jigs, dies and drawings not held for sale, construction in progress not capable of use, and registered motor vehicles and aircraft.

Lease Property

Must be listed by the owner, regardless of the terms of the lease. If the lessee is obligated to purchase the property, then he is deemed to be the owner, otherwise the lessor is deemed to be the owner. If you lease property to a public utility or an interexchange telecommunications company, contact the Department of Taxation, Property Tax Division, for instructions.

Inventories

Ohio law requires inventories of manufacturers and merchants to be listed on the average monthly basis. The average value is determined by dividing the sum of the monthly values by the number of months engaged in business in Ohio in that year. If monthly inventory records are not maintained, a gross profits computation may be used. (Rule 5703-3-16)

The value of manufacturing inventory must include the costs 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)

The value of merchandising inventory must include the costs to acquire the inventory, taxes and freight. Inventories carried at retail must be restated at cost. Consigned manufacturing or merchandising inventory must be listed by the owner, but inventory consigned to a merchant from outside Ohio must be listed by the merchant.

Supply inventories of a manufacturer must be listed in Schedule 3 on the average basis. All other supply inventories must be listed as of the listing date in Schedule 4. 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.

Taxing Districts

Property other than merchandising and manufacturing inventories must be listed in the taxing district where it is physically located on tax listing date. Merchandising and manufacturing inventories must be listed based upon the average monthly inventory value for each taxing district in which the taxpayer had inventories during the 12-month period ending on the tax listing date.

Taxing district names normally consist of a township, city or village and school district. Cities may have more than one taxing district. If you do not know your taxing district, check your real estate bills or contact your county auditor with the address of the property.

Instructions for New Taxpayers

Any person, partnership, LLC, corporation or association who engages in business in Ohio on or after January 1 of any year is a new "new taxpayer" for that year. Whenever a taxpayer ceases business in Ohio, and in a subsequent year begins business in Ohio again, he is a new taxpayer for that year. The new taxpayer is liable for a property tax return in the year in which he commences business, reporting property owned on the first day of business in Ohio. The amount of tax owed is prorated based on the number of months in business in Ohio in that first year.

The new taxpayer return is to be filed with the same official and using the same forms, (Form 920-NT or 945) as with a regular return. The return must be filed within 90 days of first engaging in business in Ohio, with the provision for requesting an extension of time of up to 45 additional days. Such extensions should be obtained from the official with whom the return is to be filed.

The date of engaging in business has been generally defined as the day the business commences operations, which is not necessarily the day the business was organized or licensed in Ohio. In the case of a merchant, the day that the business opened for the purpose of selling merchandise would be the first day of business. In the case of a manufacturer, it would be the day that production started. For other business activities, the first day of business would be the day that the intended business activity started.

For the new taxpayer return, the listing date is the first day of business in Ohio instead of December 31 or a fiscal year end. All taxable property, except inventory, owned on the first day of business must be listed, the true value is the taxpayer's cost. Inventory must be listed at the average value for the remainder of the year. Estimate month-end values starting with the end of the month engaging in business and for each month-end throughout the remainder of the year. If additional locations will be opened later in the year, inventory for those locations must also be estimated for the new taxpayer return. The average value is the sum of the month-end values divided by the number of month-end values included. The estimated values reported may be amended at a later date, when actual month-end inventory values are known.

The total listed value of the return is multiplied by a fraction that represents the portion of the year during which the taxpayer will be engaged in business in Ohio. The numerator of the fraction is the number of full months from the date of engaging in business to December 31; the denominator is 12. The resulting values should be reported on the front of the 920-NT, or the recapitulation pages of the 945. They are the values to which the tax rates are applied to determine the amount of tax owed.

When a new taxpayer has acquired an existing business and that business has filed a personal property tax return for the

same year in which the new taxpayer acquires the business, taxes for property that was listed by the former owner need not be paid again by the new taxpayer. The new taxpayer must produce a copy of the return or assessment indicating that the same property has been listed or assessed for taxation for the same year. The amount of inventory, which may be excluded, is the lower of the average amount listed by the former owner in his return for the same year, or the amount transferred. Any property not listed in the former owner's return and acquired prior to the new taxpayer's first day of business must be listed. Average inventory in excess of the amount excluded must also be listed.

Frequently, an existing business that had been organized as a proprietorship or partnership will be reorganized as corporation, or other changes in the business structure take place that result in the existence of a new entity. In these circumstances, the new owner or business entity is considered a new taxpayer and required to file a new taxpayer return for the year in which the change took place. These new taxpayers are subject to the same reporting requirements as those beginning a new business. A copy of the return filed for the same year by the former entity should be included with the new taxpayer return.

The new taxpayer return is for the year in which business commenced in Ohio, even if it is not due to be filed until the next calendar year. A regular tax return is required to be filed for the calendar year following the year in which the business began and is due in the normal filing period of February 15 through April 30. All taxable property in this year's return must be listed as of the close of business on December 31 of the preceding calendar year (the year engaging in business), and inventory listed at the average of the month-end values for each of the months that the taxpayer was engaged in business in that year, using the number of month-end values included as the divisor. Listed values in this year's tax return may not be prorated.

Rule 5703-3-04, Ohio Administrative Code, provides for the use of listing dates other than December 31. Before a listing date other than December 31 may be used, the taxpayer must be engaged in business in Ohio for at least 12 months before that listing date. In certain instances, where property may be excluded from taxation for a year, or taxed twice in a year, the Tax Commissioner may authorize or require an alternate listing date for a taxpayer to exclude or to report property involved in a change of ownership. These circumstances may affect the new taxpayer's returns when an entire business or facility is acquired. Questions concerning the new taxpayer return should be directed to the Tax Commissioner through the local district office, or the Property Tax Division in Columbus.

Additional Taxpayer Information

If you don't know your taxing district or need specific information about a personal property, please contact your local county auditor with the exact street address of the property.

What other personal property tax forms do I need to file?

<i>Form 902, Claim for Deduction from Book Value</i>	File this form if the value you claim is less than its depreciated book value, as shown on your books and records.
<i>Form 913EX, Report of Exempt Personal Property Located in an Enterprise Zone</i>	This form is required when an exemption for property located in an enterprise zone is claimed.
<i>Form 925, Return of Grains Handled</i>	This form is required to be filed by those taxpayers who handle grain.
<i>Form 937, True Value Computation</i>	This form is required to be filed when using the prescribed True Value Computation.
<i>Form 310, Inventory</i>	This form is required for inventory held in storage in a private warehouse in Ohio.

These forms are available on our Web site at www.state.oh.us/tax/, by contacting your local county auditor, or the Tax Commissioner at P.O. Box 530, Columbus, OH 43216-0530.

Taxpayer Identification

Enter all identification information. Please indicate the taxpayer name as registered with the Ohio Secretary of State if a corporation or with the local county auditor if a vendor's license is held. Indicate the type of business organization; if not a corporation, indicate whether it is a sole proprietorship, partnership, joint venture, etc.

- Line 1, Taxing District Enter the full exact taxing district by name (township, city and school district).
- Line 2, Schedule 2 Enter the listed value by taxing district (rounded to the nearest \$10).
- Line 3, Schedule 3 Enter the listed value by taxing district (rounded to the nearest \$10).
- Line 4, Schedule 3A Enter the listed value by taxing district (rounded to the nearest \$10).
- Line 5, Schedule 4 Enter the listed value by taxing district (rounded to the nearest \$10).
- Line 6, Total Listed Value Add the listed values from lines 2, 3, 4 and 5 and enter here.
- Line 7, Proration Multiply line 6 by the number of full months in business times 12.
- Line 8, \$10,000 Exemption Enter the allowable exemption by taxing district.
- Line 9, Taxable Value Subtract the amount on line 8 from the amount on line 7 and enter here.
Zero is the minimum amount.
- Line 10, Tax Rate Enter the tax rate for the taxing district.
- Line 11, Tax Multiply the amount on line 9 by the amount on line 10 and enter here.
Since tax rates are expressed in dollars per \$1,000 of taxable valuation, you must multiply the "taxable value" on line 8 by the "tax rate" on line 9 and enter it here (i.e., rate of \$65.50 converts to 0.06550).
- Line 12 Enter the amount paid when the return is filed.
- Line 13 Enter the balance due for each taxing district.

Sample Tax Return of a New Taxpayer

Queen's Specialty Shops, Inc., incorporated in Ohio on July 15, 2003. The shop is a small retail business that specializes in the sale of original art and craft items. Although the business was incorporated in July, it was a month later when the corporation opened its doors for business. The first day of business was August 13, 2003.

The business owns furniture and fixtures that consist of wall shelving, display islands, and a desk and file cabinet in a small room at the rear of the shop. The inventory is purchased from a select group of local amateur artists.

The accounting records will be kept on an accrual basis. Inventory records reflect cost and will be accurately maintained to provide month-end inventory values.

A new taxpayer return and balance sheet using an August 13, 2003 listing date are required to be filed within 90 days of engaging in business, which in this example is November 12, 2003. Month-end inventory values are estimated for August through December and the total of all values is divided by five (5) to determine the average value. The true value of all other property is its cost. All listed values are prorated by the fraction of four-twelfths ($4/12$), since the taxpayer will be engaged in business for four full months in 2003. The following pages represent the completed tax return required to be filed by Queen's Specialty Shops, Inc. for 2003.

While this returns indicates that no tax is owed by the taxpayer because of the \$10,000 exemption, the return must be filed. The county and school district will be reimbursed for the amount of tangible property taxes not paid due to the \$10,000 exemption. A return must be filed so that the county auditor may certify to the auditor of state the amount of taxes to be reimbursed from the State Treasury.

New Taxpayer Return
Franklin County
(County in Which Property Located)
COUNTY RETURN OF TAXABLE BUSINESS PROPERTY
As of **FIRST DAY OF BUSINESS** August 13, 2003

State of Ohio
2003

Taxpayer name Queen's Specialty Shops Inc.
Address 9924 Oberlin Parkway (If corporation, as recorded with the Ohio Secretary of State)
City Queensgate State OH ZIP 53729
Business name _____
Physical location of taxable property 9924 Oberlin Parkway
Date business started in Ohio August 13, 2003
Description of business Sales of Arts and Crafts
Taxpayer who reported this property for 2003 _____

File No. _____

**County Auditor's
Received Stamp**

<u>771497</u> Ohio charter number <u>July 15, 2003</u> <small>Date incorporated or qualified in Ohio</small>	<u>32-0756971</u> Federal employer identification number <small>Social security number</small>	<u>5228</u> Federal industry code number <u>25-968574</u> <small>Ohio vendor's license number</small>
---	--	--

**Time Extension
Permit**

No. _____ granted

Type of business: Corporation Other _____

to _____

Number of Full Months in Business Through December 31, 2003 Four (4) Months

1. Taxing District -- <small>(Township, City and School District)</small>	Queensgate CSD		
2. Schedule 2 (Nearest \$10)			
3. Schedule 3 (Nearest \$10)			
4. Schedule 3-A (Nearest \$10)	1,630		
5. Schedule 4 (Nearest \$10)	290		
6. Total Listed Value	1,920		
7. Pro-Rated Value <u>4</u> /12	640		
8. \$10,000 Exemption	640		
9. Taxable Value	0		
10. Tax Rate	65.50		
11. Tax	0		
12. Amount Paid with Return			
13. Balance			

File this return in duplicate with your County Auditor (within 90 days of starting business). **This return must be filed even though no tax is due.** No payment is required if the total tax due is under \$2.

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 this return	Date	<u>E.J. Queen</u>	President	10/15/2003
		<small>Signature of taxpayer</small>	<small>Title</small>	<small>Date</small>
Address		Name of taxpayer <small>(please print)</small>		Date
Phone number		Phone number		

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	True Value	Listed Value
		\$	\$
Total (carry listed value by taxing district to line 2 on front of return)		\$	\$

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.

Complete Information Below:

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			
	LIFO reserve			
Net sales \$ _____	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			6,500		
September			6,600		
October			7,000		
November			7,300		
December			8,100		
Total Values			35,500		
Average Values Divide by No. of Months			7,100		
List at 23% of Average Value			1,633		

(Carry listed value by taxing district to line 3 or 4 on front of return)

Schedule 4 – Furniture, Fixtures, Machinery and Equipment and Supplies Not Used in Manufacturing. 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. List property used by public utility companies, and other property used in generating and distributing electricity to others at the listing percentage for that type of property. Contact the Property Tax Division for instructions. If the value is based on other than book value, attach details of the computation.

Taxing District	Description	True Value	Percent	Listed Value
Queensgate CSD	Furniture and Fixtures	\$ 1,140	25%	\$ 285
Total (carry listed value by taxing district to line 5 on front of return)		\$		\$ 285

OHIO BALANCE SHEET
(Required to be Filed with Tax Form 920-NT)

Name Queen's Specialty Shops Inc. FEIN/Social Security No. 32-0756971

Balance Sheet as of First Day of Business August 13, 2003

Assets		Within Ohio Net Book Values	Total Net Book Values
1. Cash and Deposits		525	
2. Notes and Accounts Receivable			
3. Inventories			
A) Manufacturing		6,500	
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			
	Ohio Cost		
6. Buildings			
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	1,140	1,140	
10. Personal Property Leased to Others			
A) Taxable			
B) Nontaxable			
11. Capitalized Leases			
12. Exempt Personal Property Located in an Enterprise Zone (Attach Form 913EX) or 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		143	
.....		228	
19. Total Assets		8,536	
Liabilities and Net Worth			
20. Notes, Accounts Payable, Bonds and Mortgages			2,000
21. Accrued Expenses			236
22. Other Liabilities, Deferred Credits			
23. Preferred Stock			300
24. Common Stock			6,000
25. Additional Paid-In Capital			
26. Retained Earnings			
27. Appropriated Earnings			
28. Owner's Capital			
29. Other			
30. Total Liabilities and Net Worth			8,536

Sample Tax Return of a Merchant

In September 1947, Bob Smith formed Fashion Spree. Fashion Spree is a small retailer selling the current fashion clothes for women. Bob's first store, located in the north end of Columbus, is very successful. In 1985, Bob opened another store in Bexley, a suburb of Columbus.

The accounting records are kept by a bookkeeper and maintained on an accrual basis. They consist of a general ledger, sales and purchases journals, accounts receivable ledger and depreciation schedules. Since Mr. Smith has a good understanding of women's fashions, monthly inventory records are not maintained. A fiscal year ending January 31 is used for financial statements and federal income tax purposes.

An accountant is retained to prepare and file all personal property tax forms. The following pages display the completed tax returns and supporting schedules required to be filed by Bob Smith, for his business, Fashion Spree, for 2003.

COUNTY RETURN OF TAXABLE BUSINESS PROPERTY

For Accounting Period 02/01/2001 to 01/31/2002

Taxpayer name Robert J. Smith
(If corporation, as recorded with the Ohio Secretary of State)
 Address 1946 Hayes Avenue
 City Columbus State OH ZIP 43220
 Business name _____
 Physical location of taxable property 1999 Carefree Lane; 2500 E. Main Street
 Date business started in Ohio September 1947
 Description of business Retail Outlets, Women's Clothes
 Taxpayer who reported this property for 2003 Robert J. Smith

File No. _____

**County Auditor's
Received Stamp**

**Time Extension
Permit**

No. _____ granted

to _____ 2003

Ohio charter number _____ Federal employer identification number 31-1726431 Federal industry code number 25-963874
 Date incorporated or qualified in Ohio _____ Social security number 281-46-4571 Ohio vendor's license number _____

Type of business: Corporation Other Proprietorship _____

Filing Includes:

Form 902 _____

Form 913 EX _____

1. **Taxing District --**
(Township, City and School District)
2. Schedule 2 (Nearest \$10)
3. Schedule 3 (Nearest \$10)
4. Schedule 3-A (Nearest \$10)
5. Schedule 4 (Nearest \$10)
6. **Total Listed Value**
7. \$10,000 Exemption
8. **Taxable Value**
9. Tax Rate
10. **Tax**
11. Amount Paid with Return
12. Balance

	City of Columbus	City of Bexley	
	9,550	9,010	
	5,590	6,720	
	15,140	15,730	
		10,000	
		5,730	
	15,140	120.72	
	80.55	691.73	
	1,219.53		

File this return in duplicate with your county auditor at the county courthouse, with check attached, made payable to your county treasurer for at least one-half of tax, between February 15 and April 30. This return must be filed even though no tax is due. No payment is required if the total tax due is under \$2.

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.

J. P. Carpenter 4/15/2003
 Person, other than taxpayer, preparing this return Date
61 E. Broad Street, Columbus, OH 43215
 Address
614-466-3280
 Phone number

Robert J. Smith Owner 4/15/2003
 Signature of taxpayer Title Date
Robert J. Smith Owner 4/15/2003
 Name of taxpayer (please print) Date
614-466-8610
 Phone number

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	True Value	Listed Value
		\$	\$
Total (carry listed value by taxing district to line 2 on front of return)		\$	\$

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.

Complete Information Below:

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			
	LIFO reserve			
Net sales \$ _____	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	City of Columbus	City of Bexley	Book Value
January 2002	\$	\$	\$ 31,423	\$ 28,899	\$
February 2001			38,842	28,131	
March 2001			56,658	33,016	
April 2001			48,198	40,169	
May 2001			44,682	35,097	
June 2001			44,777	43,306	
July 2001			34,877	39,851	
August 2001			38,028	41,127	
September 2001			37,711	47,274	
October 2001			34,377	45,777	
November 2001			47,575	42,512	
December 2001			41,218	44,988	
Total Values			498,366	470,147	
Average Values Divide by No. of Months			41,531	39,179	
List at 23% of Average Value			9,550	9,010	

(Carry listed value by taxing district to line 3 or 4 on front of return)

Schedule 4 – Furniture, Fixtures, Machinery and Equipment and Supplies Not Used in Manufacturing. 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. List property used by public utility companies, and other property used in generating and distributing electricity to others at the listing percentage for that type of property. Contact the Property Tax Division for instructions. If the value is based on other than book value, attach details of the computation.

Taxing District	Description	True Value	Per Cent	Listed Value
Columbus	Furniture and Fixtures	\$ 21,106	25%	\$ 5,276
	Supplies	1,250	25%	312
Bexley	Furniture and Fixtures	26,625	25%	6,656
	Supplies	250	25%	62
Total (carry listed value by taxing district to line 5 on front of return)		\$		\$

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

Name Robert J. Smith, dba Fashion Spree FEIN/Social Security No. 281-46-4571

Balance Sheet as of January 31, **2002**

Assets		Within Ohio Net Book Values	Total Net Book Values
1. Cash and Deposits		5,099	
2. Notes and Accounts Receivable		119,036	
3. Inventories			
A) Manufacturing			
B) Merchandising		60,322	
C) Supplies – manufacturing			
D) Supplies – other		1,500	
E) Consigned			
F) Agricultural machinery and equipment (merchandise)			
G) Exempted inventory			
H) Other inventory			
4. Investments		17,400	
5. Land			
6. Buildings	Ohio Cost		
A) Taxed as real estate	248,172	162,350	
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	89,589	22,147	
10. Personal Property Leased to Others			
A) Taxable			
B) Nontaxable			
11. Capitalized Leases			
12. Exempt Personal Property Located in an: Enterprise Zone (Attach Form 913EX), or 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	15,638	4,291	
B) Other			
18. Other Assets		3,289	
19. Total Assets		395,434	
Liabilities and Net Worth			
20. Notes, Accounts Payable, Bonds and Mortgages			192,081
21. Accrued Expenses			19,543
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			183,810
29. Other			
30. Total Liabilities and Net Worth			395,434

EXHIBITS FOR **BALANCE SHEET RECONCILIATION AND LEASED PROPERTY/CONSIGNMENT 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
9	22,147	47,731	25,584	True Value Computation

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
King's Jewelry, Pittsburgh, PA	MER	1999 Carefree Lane	\$1,000

**FASHION SPREE INVENTORY SCHEDULE
GROSS PROFITS METHOD**

<u>COLUMBUS</u>	<u>NET PURCHASES</u>	<u>NET SALES</u>	<u>SALES AT COST – 57.68%</u>	<u>ESTIMATED MONTHLY INVENTORY</u>
BEGINNING INVENTORY	<u>\$32,496</u>			
FEBRUARY 2001	\$ 16,945	\$ 18,376	\$ 10,599	\$ 38,842
MARCH 2001	28,612	18,717	10,796	56,658
APRIL 2001	4,707	22,828	13,167	48,198
MAY 2001	11,607	26,219	15,123	44,682
JUNE 2001	16,779	28,925	16,684	44,777
JULY 2001	3,167	22,654	13,067	34,877
AUGUST 2001	16,018	22,308	12,867	38,028
SEPTEMBER 2001	16,118	28,493	16,435	37,711
OCTOBER 2001	10,955	24,773	14,289	34,377
NOVEMBER 2001	26,067	22,311	12,869	47,575
DECEMBER 2001	11,520	30,993	17,877	41,218
JANUARY 2002	<u>2,556</u>	<u>21,413</u>	<u>12,351</u>	<u>31,423</u>
TOTAL	\$165,051	\$288,010	\$166,124	\$498,366
AVERAGE VALUE, DIVIDE BY 12				\$ 41,531
LIST VALUE, 23%				\$ 9,552
BEGINNING INVENTORY		\$ 32,496		
PLUS PURCHASES		<u>165,051</u>	\$197,547	
LESS ENDING INVENTORY			<u>31,423</u>	
COST OF GOODS SOLD				\$166,124
COST OF SALES DIVIDED BY NET SALES \$166,124/\$288,010 = 57.68%				

<u>BEXLEY</u>	<u>NET PURCHASES</u>	<u>NET SALES</u>	<u>SALES AT COST – 59.24%</u>	<u>ESTIMATED MONTHLY INVENTORY</u>
BEGINNING INVENTORY	<u>\$27,856</u>			
FEBRUARY 2001	10,115	\$ 16,610	\$ 9,840	\$28,131
MARCH 2001	17,797	21,796	12,912	33,016
APRIL 2001	16,255	15,365	9,102	40,169
MAY 2001	5,745	18,261	10,818	35,096
JUNE 2001	20,195	20,231	11,985	43,306
JULY 2001	9,737	22,269	13,192	39,851
AUGUST 2001	11,638	17,492	10,362	41,127
SEPTEMBER 2001	20,295	23,883	14,148	47,274
OCTOBER 2001	12,056	22,878	13,553	45,777
NOVEMBER 2001	10,554	23,327	13,819	42,512
DECEMBER 2001	21,681	32,419	19,205	44,988
JANUARY 2002	<u>1,691</u>	<u>30,013</u>	<u>17,780</u>	<u>28,899</u>
TOTAL	\$157,759	\$264,544	\$156,716	\$470,146
AVERAGE VALUE, DIVIDE BY 12				\$ 39,179
LIST VALUE, 23%				\$ 9,011
BEGINNING INVENTORY		\$27,856		
PLUS PURCHASES		<u>157,759</u>	\$185,615	
LESS ENDING INVENTORY			<u>28,899</u>	
COST OF GOODS SOLD				\$156,716
COST OF SALES DIVIDED BY NET SALES \$156,716/\$264,544 = 59.24%				

Sample Tax Return of a Manufacturer

Jones Textile Mills, Inc., incorporated in Ohio in September 1941, is a manufacturer of industrial garments. There is a small office in front of the business and a small warehouse adjacent to the manufacturing site. Spinning, weaving, cutting, sewing and buttonhole machines comprise the majority of the machinery and equipment. Warehouse equipment consists of two forklift trucks and packing machinery. The office equipment includes desks, chairs, bookcases and artwork. Inventory consists of manufacturing inventory, office and warehouse supplies. A small inventory is stored out of state.

The accounting records are maintained on an accrual basis and consist of a general ledger, cash receipts and disbursement journal and depreciation schedules. Inventory records do not provide accurate month-end inventory values, but purchases, labor, overhead expenses and sales are maintained on a monthly basis and adjusted for variances as necessary.

An accountant is retained to prepare and file all personal property tax forms. The following pages display the completed tax returns and supporting schedules required to be filed by Jones Textile Mills, Inc. for 2003.

COUNTY RETURN OF TAXABLE BUSINESS PROPERTY

For Accounting Period 01/01/2002 to 12/31/ 2002

Taxpayer name Jones Textile Mills Inc.

File No. _____

Address 1800 Fifth Avenue

City Columbus State OH ZIP 43215

**County Auditor's
Received Stamp**

Business name _____

Physical location of taxable property 1800 Fifth Avenue

Date business started in Ohio October 1941

Description of business Manufacturer of industrial garments

Taxpayer who reported this property for 2002 Jones Textile Mills, Inc.

**Time Extension
Permit**

106932

32-0579617

315225

Ohio charter number

Federal employer identification number

Federal industry code number

September 1941

25-968574

Date incorporated or qualified in Ohio

Social security number

Ohio vendor's license number

No. _____ granted

Type of business: Corporation Other

to _____ 2003

Filing Includes:

Form 902 _____

Form 913 EX _____

- 1. Taxing District --
(Township, City and School District)
- 2. Schedule 2 (Nearest \$10)
- 3. Schedule 3 (Nearest \$10)
- 4. Schedule 3-A (Nearest \$10)
- 5. Schedule 4 (Nearest \$10)
- 6. Total Listed Value
- 7. \$10,000 Exemption
- 8. Taxable Value
- 9. Tax Rate
- 10. Tax
- 11. Amount Paid with Return
- 12. Balance

City of Columbus		
19,050		
29,100		
2,850		
51,000		
10,000		
41,000		
80.55		
3,302.55		

File this return in duplicate with your county auditor at the county courthouse, with check attached, made payable to your county treasurer for at least one-half of tax, between February 15 and April 30. This return must be filed even though no tax is due. No payment is required if the total tax due is under \$2.

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.

Rich & Associates April 30, 2003

Person, other than taxpayer, preparing this return Date

61 E. Broad St., Columbus, OH 43215

Address

614-466-3280

Phone number

Paul A. Jones President April 30, 2003

Signature of taxpayer Title Date

Paul A. Jones President April 30, 2003

Name of taxpayer (please print) Date

614-466-6100

Phone number

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	True Value	Listed Value
City of Columbus	Manufacturing Equipment	\$ 76,185	\$ 19,046
Total (carry listed value by taxing district to line 2 on front of return)		\$	\$ 19,046

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.

Complete Information Below:

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			
	LIFO reserve			
Net sales \$ 1,155,434	Other reserves			

Months in Business	Schedule 3 Manufacturing Inventories		Schedule 3A Merchandising Inventories		
	Taxing District	Taxing District	Taxing District	Taxing District	Taxing District
	Columbus				
	Book Value	Book Value	Book Value	Book Value	Book Value
January	\$ 102,493	\$	\$	\$	\$
February	111,033				
March	121,993				
April	133,312				
May	168,252				
June	190,622				
July	188,931				
August	169,487				
September	99,698				
October	86,070				
November	69,400				
December	76,943				
Total Values	1,518,234				
Average Values					
Divide by No. of Months	126,520				
List at 23% of Average Value	29,099				

(Carry listed value by taxing district to line 3 or 4 on front of return)

Schedule 4 – Furniture, Fixtures, Machinery and Equipment and Supplies Not Used in Manufacturing. 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. List property used by public utility companies, and other property used in generating and distributing electricity to others at the listing percentage for that type of property. Contact the Property Tax Division for instructions. If the value is based on other than book value, attach details of the computation.

Taxing District	Description	True Value	Per Cent	Listed Value
City of Columbus	Furniture and Fixtures	\$ 4,725	25%	\$ 1,181
	Warehouse Equipment	5,692	25%	1,423
	Supplies	973	25%	243
Total (carry listed value by taxing district to line 5 on front of return)		\$		\$ 2,847

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
8-B	72,151	76,185	4,034	True Value Computation
8-B	5,692	5,692	1,387	True Value Computation
9	4,725	4,725	623	True Value Computation

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

JONES TEXTILE MILLS, INC.
MANUFACTURING INVENTORY SCHEDULE – GROSS PROFITS COMPUTATION

	LABOR	BURDEN	NET PURCHASES	TOTAL	NET SALES	COST OF SALES	MONTHLY INVENTORY
BEGINNING INVENTORY				\$ 74,276			
JANUARY	\$ 8,834	\$ 16,245	\$ 27,773	\$ 52,402	\$ 27,608	\$ 24,185	\$ 102,493
FEBRUARY	4,884	9,464	16,180	30,528	25,100	21,988	111,033
MARCH	3,352	6,495	11,106	20,953	11,408	9,993	121,993
APRIL	7,030	13,620	23,285	43,935	37,233	32,616	133,312
MAY	11,918	23,090	39,477	74,485	45,143	39,545	168,252
JUNE	9,651	18,698	31,968	60,317	43,318	37,947	190,622
JULY	9,630	18,658	31,899	60,187	70,637	61,878	188,931
AUGUST	21,055	40,795	69,745	131,595	172,419	151,039	169,487
SEPTEMBER	37,594	72,838	124,528	234,960	347,887	304,749	99,698
OCTOBER	27,053	52,415	89,612	169,080	208,571	182,708	86,070
NOVEMBER	17,203	33,331	56,984	107,518	141,767	124,188	69,400
DECEMBER	<u>4,619</u>	<u>8,949</u>	<u>15,299</u>	<u>28,867</u>	<u>24,343</u>	<u>21,324</u>	<u>76,943</u>
TOTAL	\$ <u>162,373</u>	\$ <u>314,598</u>	\$ <u>537,856</u>	\$ <u>1,014,827</u>	\$ <u>1,155,434</u>	\$ <u>1,012,160</u>	\$ <u>1,518,234</u>
AVERAGE INVENTORY							\$ 126,520
LIST VALUE							\$ 29,099

CALCULATION FOR COST OF SALES PERCENT

BEGINNING INVENTORY JANUARY 1, 2002	\$ 74,276
PLUS: LABOR, BURDEN AND PURCHASES	<u>1,014,827</u>
LESS: ENDING INVENTORY DECEMBER 31, 2002	\$ 1,089,103
COST OF GOOD SOLD	<u>76,943</u>
	\$ <u>1,012,160</u>
COST OF SALES DIVIDED BY NET SALES	\$1,012,160/\$1,155,434 = 87.6%

TRUE VALUE COMPUTATION

State of Ohio

- Machinery and Equipment
- Furniture and Fixtures
- Public Utility Property
- Stand-Alone Computers

Class VI Return Year **2003**

Company Jones Textile Mills Inc.				Taxing District and County City of Columbus – Franklin County			
(1) Year Acquired	(2) Cost At End Of 2001	(3) Additions & Transfers In 2002	(4) Disposals & Transfers Out 2002	(5) Cost At End Of 2002	(6) Per Cent	(7) True Value Amount \$	
2002		19,746		19,746	94.4	18,640	
2001	22,519			22,519	88.9	20,019	
2000	10,571			10,571	83.3	8,806	
1999	1,643			1,643	77.8	1,278	
1998	2,417			2,417	72.2	1,745	
1997	3,598			3,598	66.7	2,400	
1996	1,117			1,117	61.1	682	
1995	1,367		465	902	55.6	448	
1994	3,123			3,123	50.0	1,562	
1993	1,008			1,008	44.4	502	
1992	4,063			4,063	38.9	1,581	
1991	2,212			2,212	33.3	737	
1990	1,751			1,751	28.9	506	
1989	1,423		912	511	26.2	134	
1988	1,014			1,014	23.5	238	
1987	5,196			5,196	20.8	1,081	
1986	23,454		1,521	21,933	18.1	3,970	
1985	84,193		7,209	76,984	15.4	11,856	
Totals	170,669	19,746	10,107	180,308		76,186	
Remarks						List @ <u>25</u> %	19,046

Sample Tax Return of a Taxpayer Filing a Consolidated Inter-County Return

Associated Manufacturing Co., incorporated in Ohio in June 1954, manufactures and sells die-cutting machines. The company has its manufacturing plant in Cleveland and maintains sales offices in Cleveland, Columbus, Cincinnati and Indianapolis, Indiana. The corporation owns real property and personal property in Ohio and Indiana. It maintains inventory at all locations.

Associated Manufacturing Co. also owns 100% of the capital stock of Acme Sales Corp. Acme is a distributor of machine tool supplies and has sales offices in Cleveland and Toledo.

The accounting records of the companies are computerized. The monthly inventory values include all fixed, semi-variable costs and expenses incurred in the manufacturing of the inventory. The year-end values reflect adjustments from book inventory to physical inventory.

The company's accounting staff has prepared the consolidated return. The following represent the completed tax return and supporting schedules required to be filed by Associated Manufacturing Company and its subsidiary for 2003.

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

Taxpayer Name **99 11695433 00106626 34-0416840 DGT**

and

Associated Manufacturing Co.

Mailing Address **54671 Long Blvd.
Cleveland, OH 44199**

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. _____ Federal Industry Code No. _____

INTER-COUNTY

Filing Extension Number 810 Filing Extension to: June 15, 2003

Total List Value Tangible Property \$ 799,370

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 _____
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Return Check-In		Taxing District Verification		Pre-Assessment Verification			
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Office Audited	Field Audited	Data Entry Label or Assessment Date _____ by _____
Agent _____ Date _____	Agent _____ Date _____	
Supr. _____ Date _____	Supr. _____ Date _____	



Ohio Department of TAXATION

Personal Property Tax Division
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 #8520	46	Logan	937-599-7215
3	Ashland	419-282-4218	47	Lorain	440-329-5216/5264
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 #121	51	Marion	740-382-4811
8	Brown	937-378-3998	52	Medina	330-725-9754
9	Butler	513-887-3160	53	Meigs	740-992-2698
10	Carroll	330-627-2250	54	Mercer	419-586-6402
11	Champaign	937-653-2711	55	Miami	937-332-6844
12	Clark	937-328-2427	56	Monroe	740-472-0873/2500
13	Clermont	513-732-7261/7150	57	Montgomery	937-225-4315
14	Clinton	937-382-2250	58	Morgan	740-962-4475
15	Columbiana	330-424-9514 #654	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	216-443-7153	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	419-627-7742	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 #273	71	Ross	740-702-3080
28	Geauga	440-285-2222 #3930	72	Sandusky	419-334-6127
29	Greene	937-562-5074	73	Scioto	740-355-8232
30	Guernsey	740-432-8594	74	Seneca	419-447-0692
31	Hamilton	513-946-4100	75	Shelby	937-498-7202
32	Hancock	419-424-7019	76	Stark	330-451-7345
33	Hardin	419-674-2239 #2241	77	Summit	330-643-2668
34	Harrison	740-942-8861	78	Trumbull	330-675-2446/2449
35	Henry	419-592-1956	79	Tuscarawas	330-364-8811 #3220
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 #263
41	Jefferson	740-283-8590/8591	85	Wayne	330-287-5444
42	Knox	740-393-6750	86	Williams	419-636-5639/5630 #340
43	Lake	440-350-2533	87	Wood	419-354-9150
44	Lawrence	740-533-4310	88	Wyandot	419-294-1531

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. The maximum extension of time is to June 15. 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 a time extension permit has been issued, it must 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 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, he must employ December 31 (Rule 5703-3-4).

True Value – O.R.C. Section 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 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 (Section 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 years inventory in multiple districts. Ex: 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 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 materials with a view of making a gain or profit (Section 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 (Section 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.

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. 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, he is 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 2003, the listing percentage is 25%. 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 page.

\$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, that 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 nontaxable 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), the Rates of Taxation book that is published annually by this department, or by calling (888) 644-6778 for assistance.

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 treasurers. 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 1 – 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 2 – 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 3 – 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 4, 5 – 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 6, 7 – 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 5703-309).

Pages 8, 9 – 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 10 – Sample of a completed recapitulation page.

Pages 11-14 – 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 before 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 the \$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 56.

If you filed Form 945 last year, Form 945-REC, showing the taxing district names and numbers from that assessment, is enclosed. This should 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 15 – 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 16 – 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.

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 inside of front and rear cover.

Form 993-A, Application for an Extension of Time to File Form 945 – This form must 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. Pre-identified copies of this form are included in 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 2003).

Schedule 3 – Inventories

Schedule 3 – Manufacturing Inventories – List at 25% of average value all inventories of raw materials, work 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 _____	<input checked="" type="checkbox"/>	FIFO cost _____	LIFO cost _____	
Physical inventory _____ <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard cost _____	Other _____	
Gross profits method _____				
Dates physicals taken _____	Book Adjustments	Date	Amount	DR/CR
Net sales \$ _____	Book to physical	12/31/02	1,754	CR
	LIFO reserve			
	Other reserves			

County No.	18		
Taxing District Name	Cleveland CSD		
January	1,568,489		
February	1,476,929		
March	1,464,616		
April	1,745,560		
May	1,800,514	Owned by Associated Manufacturing Co.	
June	1,946,796		
July	2,248,279		
August	2,341,678		
September	2,177,885		
October	1,795,494		
November	1,026,959		
December	1,656,837		
Total Values	21,250,036		
Average Value	1,770,836		
List @ 23%	407,290		

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 _____	X		FIFO cost _____	Retail _____
Physical inventory _____ X			LIFO 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.	25	31	25	
Taxing District Name	City of Columbus	Cincinnati CSD	Columbus – Southwestern SD	
January	217,616	201,987	104,567	
February	234,921	211,345	106,473	
March	275,444	198,065	113,587	
April	267,381	183,515	109,236	
May	271,485	200,213	108,642	
June	287,345	276,671	115,843	
July	229,123	278,541	124,287	
August	228,991	300,002	150,201	
September	275,161	250,709	142,881	
October	200,262	170,941	130,012	
November	189,675	184,615	131,005	
December	210,465	195,113	105,627	
Total Values	2,887,870	2,651,717	1,442,361	
Average Value	240,656	220,976	120,197	
List @ 23%	55,350	50,820	27,650	

County No.	18	48		
Taxing District Name	Cleveland CSD	Toledo CSD		
January	64,713	46,120		
February	63,898	47,240		
March	65,171	47,515		
April	68,290	46,872		
May	67,111	46,550	Owned by ACME Sales Corp.	
June	68,171	47,901		
July	68,890	48,089		
August	67,908	46,127		
September	65,677	45,236		
October	66,543	47,170		
November	68,321	47,877		
December	65,876	46,299		
Total Values	800,569	562,996		
Average Value	66,714	46,916		
List @ 23%	15,340	10,790		

Recapitulation

Taxpayer Name Associated Manufacturing Co.

Page _____ **of** _____

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

LINE 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									
2									
3			Parent Company – Associated Manufacturing Co.						
4	18	0740	Cleveland CSD	187,220	407,290		34,500	629,010	10,000
5	25	0010	City of Columbus			55,350	1,340	56,690	
6	31	1110	Cincinnati CSD			50,820	2,980	53,800	
7	25	0090	Columbus – Southwestern SD			27,650		27,650	
8									
9									
10			Subsidiary – Acme Sales Co.						
11	18	0740	Cleveland CSD			15,340	3,850	19,190	10,000
12	48	0300	Toledo City – Toledo CSD			10,790	2,240	13,030	
13									
14									
15									
16									
Totals								799,370	

Guidelines for Computer Preparation of Recapitulation Pages

Prescribed Form 945 has blank recapitulation pages, and Form 945-REC is provided to most taxpayer who filed in the previous year. You may also file a computer-prepared substitute recapitulation page in lieu of the prescribed form. If you do not use Form 945-REC, which lists the taxing districts that were reported in the previous year, or the blank pages from Form 945, these guidelines must be used in the preparation of a return using a computer printer. The specifically designed recapitulation pages and the information on them are used in data entry.

When substitute forms are used in lieu of the prescribed form or the 945-REC, the information on the substitute form must be formatted exactly as on the prescribed form. It must be presented in full size, legible print and preferably a 12-point font size.

Tax returns received in an unacceptable format will be considered not filed and will be returned to the taxpayer for correction of the filing deficiencies. A late filing of the return may result in the assessment of late filing penalties.

- 1) Allow a left-side margin of 1 ½ inches.
- 2) Number each line and number each page if more than one is used. Do not use a line number greater than 99.
- 3) Do not reduce or compress print size. Use a full-size font, preferably at least a 12-point font.
- 4) Double space lines and include horizontal lines between each taxing district.

- 5) Use the two-digit county number and the four-digit taxing district number. Use last year's assessment certificate, Form 945-REC, or contact the local county auditor to determine the correct taxing district and its number.
- 6) Use commas in number values (000,000,000) and round values to the nearest \$10 value.
- 7) Combine values in common taxing districts, unless owned by separate corporations in a consolidated return.
- 8) Provide page totals of the total value columns and a grand total of that column for all pages.

If you are using a computer-prepared recapitulation or other substitute form for the first time, or have not had your format approved in the past, please send a sample to our office for review and approval of the layout and style before filing your return. Approval of your format or corrections to make it acceptable will be provided.

Send your proposed return formats and direct any questions to:

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

Just a reminder! Did you:

- 1) Identify the taxing districts by exact name and department's taxing district number?
- 2) Complete all required schedules?
- 3) Complete all columns and exhibits on Ohio balance sheet form 921?
- 4) If a corporate consolidated return, list separately by taxing district the property of each taxpayer?
- 5) Include all necessary supplemental forms?
- 6) 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 C. P. Alexander Title Controller Area code 216
Address 54671 Long Blvd., Cleveland, OH 44199 Telephone number 555-3178

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.

June 10, 2003

Date

President

Title

Delmar Loz

Signature of officer

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

Name Rich & Associates Address 61 E. Broad St., Columbus, OH 43215

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

OHIO BALANCE SHEET
(Required To Be Filed with Tax Form 945)

Name Associated Manufacturing Co. FEIN/Social Security No. 34-0416940

Balance Sheet as of September 30, 2002

Assets		Within Ohio Net Book Values	Total Net Book Values
1. Cash and Deposits		24,676	25,176
2. Notes and Accounts Receivable		579,536	662,554
3. Inventories			
A) Manufacturing		2,177,885	2,177,885
B) Merchandising		668,751	744,098
C) Supplies – manufacturing			
D) Supplies – other		576	576
E) Consigned			
F) Agricultural machinery and equipment (merchandise)			
G) Exempted inventory			
H) Other inventory			
4. Investments		125,000	125,000
5. Land		98,761	98,761
6. Buildings	Ohio Cost		
A) Taxed as real estate	1,143,767	764,514	830,690
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	94,422	31,761	31,761
B) Taxed as personal property	1,404,327	620,612	620,612
9. Furniture and Fixtures	385,068	147,639	167,891
10. Personal Property Leased to Others			
A) Taxable			
B) Nontaxable			
11. Capitalized Leases			
12. Exempt Personal Property Located in an: Enterprise Zone (Attach Form 913EX), or Hazardous Substance Reclamation Area			
13. Certified Exempt Facilities	651,467	251,631	251,631
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	10,000	5,500	5,500
17. Vehicles and Aircraft			
A) Registered or licensed	131,767	56,433	66,183
B) Other			
18. Other Assets		109,398	109,388
.....			
19. Total Assets		5,662,673	5,937,706
Liabilities and Net Worth			
20. Notes, Accounts Payable, Bonds and Mortgages			791,113
21. Accrued Expenses			275,032
22. Other Liabilities, Deferred Credits			726,637
23. Preferred Stock			100,000
24. Common Stock			250,000
25. Additional Paid-In Capital			
26. Retained Earnings			3,794,924
27. Appropriated Earnings			
28. Owner's Capital			
29. Other			
30. Total Liabilities and Net Worth			5,937,706

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
8-b	620,612	743,345	122,733	True Value Computation
9	147,639	154,737	7,098	True Value Computation

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
8-A	Machinery and equipment used in general building service, heating and cooling, electrical service	94,422

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
Jones Textile Mills Inc. 1800 Fifth Ave., Columbus, OH 43215	MFG	5461 Long Blvd. Cleveland, OH 44199	5,485

OHIO BALANCE SHEET
(Required To Be Filed with Tax Form 945)

2003

Name Acme Sales Corp.

FEIN/Social Security No. 34-0416941

Balance Sheet as of September 30, 2002

Assets		Within Ohio Net Book Values	Total Net Book Values
1. Cash and Deposits		10,242	
2. Notes and Accounts Receivable		8,335	
3. Inventories			
A) Manufacturing			
B) Merchandising		110,913	
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	3,700	1,243	
B) Taxed as personal property			
8. Machinery and Equipment			
A) Taxed as real estate			
B) Taxed as personal property			
9. Furniture and Fixtures	42,563	14,295	
10. Personal Property Leased to Others			
A) Taxable			
B) Nontaxable			
11. Capitalized Leases			
12. Exempt Personal Property Located in an: Enterprise Zone (Attach Form 913EX), or 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	17,862	2,621	
B) Other			
18. Other Assets		1,600	
19. Total Assets		149,249	
Liabilities and Net Worth			
20. Notes, Accounts Payable, Bonds and Mortgages			6,532
21. Accrued Expenses			810
22. Other Liabilities, Deferred Credits			9,190
23. Preferred Stock			
24. Common Stock			1,000
25. Additional Paid-In Capital			124,000
26. Retained Earnings			7,717
27. Appropriated Earnings			
28. Owner's Capital			
29. Other			
30. Total Liabilities and Net Worth			149,249

OHIO BALANCE SHEET
(Required To Be Filed with Tax Form 945)

Name Associated Manufacturing Co. and Sub. FEIN/Social Security No. 34-0416940

Balance Sheet as of September 30, 2002

Assets		Within Ohio Net Book Values	Total Net Book Values
1. Cash and Deposits		34,918	34,418
2. Notes and Accounts Receivable		587,871	670,990
3. Inventories			
A) Manufacturing		2,177,885	2,177,885
B) Merchandising		779,664	885,101
C) Supplies – manufacturing			
D) Supplies – other		576	576
E) Consigned			
F) Agricultural machinery and equipment (merchandise)			
G) Exempted inventory			
H) Other inventory			
4. Investments		125,000	125,000
5. Land		98,761	118,761
6. Buildings	Ohio Cost		
A) Taxed as real estate	1,143,767	764,514	830,690
B) Taxed as personal property			
7. Leasehold Improvements			
A) Taxed as real estate	3,700	1,243	1,243
B) Taxed as personal property			
8. Machinery and Equipment			
A) Taxed as real estate	94,422	31,761	31,761
B) Taxed as personal property	1,404,327	620,612	620,612
9. Furniture and Fixtures	427,631	161,934	182,186
10. Personal Property Leased to Others			
A) Taxable			
B) Nontaxable			
11. Capitalized Leases			
12. Exempt Personal Property Located in an: Enterprise Zone (Attach Form 913EX), or Hazardous Substance Reclamation Area			
13. Certified Exempt Facilities			
14. Patterns, Jigs, Dies and Drawings	651,467	251,631	251,631
15. Construction in Progress			
A) Real property			
B) Personal property capable of use			
C) Personal property not capable of use			
16. Small Tools	10,000	5,500	5,500
17. Vehicles and Aircraft			
A) Registered or licensed	149,629	59,054	68,804
B) Other			
18. Other Assets		110,998	110,998
19. Total Assets		5,811,922	6,116,156
Liabilities and Net Worth			
20. Notes, Accounts Payable, Bonds and Mortgages			797,645
21. Accrued Expenses			275,842
22. Other Liabilities, Deferred Credits			726,637
23. Preferred Stock			100,000
24. Common Stock			250,000
25. Additional Paid-In Capital			
26. Retained Earnings			3,966,032
27. Appropriated Earnings			
28. Owner's Capital			
29. Other			
30. Total Liabilities and Net Worth			6,116,156

TRUE VALUE COMPUTATION

State of Ohio

- Machinery and Equipment
- Furniture and Fixtures
- Public Utility Property
- Stand-Alone Computers

Class VI Return Year **2003**

Company Associated Manufacturing, Inc.				Taxing District and County Cleveland CSD – Cuyahoga			
(1) Year Acquired	(2) Cost At End Of 2001	(3) Additions & Transfers In 2002	(4) Disposals & Transfers Out 2002	(5) Cost At End Of 2002	(6) Per Cent	(7) True Value Amount \$	
2002		130,593		130,593	94.3	123,149	
2001	78,218			78,218	88.1	68,910	
2000	75,445			75,445	81.8	61,714	
1999	78,409			78,409	75.6	59,277	
1998	163,468			163,468	69.3	113,283	
1997	84,014			84,014	63.1	53,013	
1996	118,338			118,338	56.9	67,334	
1995	82,401			82,401	50.6	41,695	
1994	98,004			98,004	44.4	43,514	
1993	75,881		7,500	68,381	38.2	26,122	
1992	54,324			54,324	32.8	17,818	
1991	34,899			34,899	29.5	10,295	
1990	5,925			5,925	26.2	1,552	
1989	21,767			21,767	22.9	4,985	
1988	4,457		461	3,996	19.6	783	
1987	42,831			42,831	16.3	6,981	
1986	51,730		1,500	50,230	16.3	8,187	
1985	240,701		27,617	213,084	16.3	34,733	
Totals	1,310,812	130,593	37,078	1,404,327		743,345	
Remarks						List @ <u>25</u> %	185,836

TRUE VALUE COMPUTATION

State of Ohio

- Machinery and Equipment
- Furniture and Fixtures
- Public Utility Property
- Stand-Alone Computers

Class III Return Year **2003**

Company Acme Sales Corporation			Taxing District and County Toledo City – Toledo CSD – Lucas			
(1) Year Acquired	(2) Cost At End Of 2001	(3) Additions & Transfers In 2002	(4) Disposals & Transfers Out 2002	(5) Cost At End Of 2002	(6) Per Cent	(7) True Value Amount \$
2002		1,713		1,713	93.2	1,597
2001	2,468			2,468	82.8	2,044
2000					72.4	
1999	1,370			1,370	62.0	849
1998	8,642			8,642	51.5	4,451
Totals	12,480	1,713		14,193		8,941
Remarks						List @ <u>25</u> %
						2,235

TRUE VALUE COMPUTATION

State of Ohio

- Machinery and Equipment
- Furniture and Fixtures
- Public Utility Property
- Stand-Alone Computers

Class III Return Year **2003**

Company Acme Sales Corporation				Taxing District and County Cleveland CSD – Cuyahoga			
(1) Year Acquired	(2) Cost At End Of 2001	(3) Additions & Transfers In 2002	(4) Disposals & Transfers Out 2002	(5) Cost At End Of 2002	(6) Per Cent	(7) True Value Amount \$	
2002		4,780		4,780	93.2	4,455	
2001					82.8		
2000					72.4		
1999	8,760			8,760	62.0	5,431	
1998					51.5		
1997	2,358			2,358	42.2	995	
1996	12,472			12,472	36.3	4,527	
Totals	23,590	4,780		28,370		15,408	
Remarks						List @ <u>25</u> %	3,852

Instructions for Preparing Form 920-EZ

Who may file this return?

Taxpayers with taxable personal property located in only one taxing district and with a listed value less than \$10,000 may file Form 920-EZ. Taxpayers with property in more than one taxing district or with a listed value of more than \$10,000 must file Form 920. Taxpayers with property in more than one county must file Form 945. Forms 920 and 920-EZ must be filed in duplicate.

What is personal property?

Personal property is every tangible thing that is owned, except real property. Real property is defined as land, growing crops, all buildings, structures, improvements and fixtures on the land.

Who must file?

If you are engaged in business in Ohio or have beneficial interest in property located in Ohio on January 1, or hold an active charter or license from the Ohio Secretary of State, you must file a return. A return must be filed even though the tax liability is zero. Taxes not paid as a result of the exemption are reimbursed to the local school districts, townships and municipalities when a return is filed.

When is the return filed?

The return is required to be filed between February 15 and April 30 annually. An extension of time to file the return to June 15 may be requested from the county

auditor. Requests for extensions must be received by the county auditor by April 30.

What if I file late?

If a tax return is filed (received) after the filing deadline, a penalty of a loss of one-half of the exempt property and a penalty of up to 50% of the remaining value will be assessed.

What property is taxed?

Tangible personal property used in business is taxed. This includes machinery, equipment, furniture, fixtures, small tools, supplies and inventory held for manufacture or resale.

How is property valued?

Fixed assets such as machinery and equipment, furniture and fixtures are valued at their true value, which may be greater or less than net book value. The Tax Commissioner has prescribed a method of determining the true value of such assets using a prescribed computation and valuation percentages. Inventory is valued at its average monthly value for the preceding year. Supplies are valued at their year-end value.

Where is property listed?

Property is listed in the taxing district where it is located on listing day. Please contact your county auditor's office to obtain the correct taxing district.

Instructions for Listing Property in Schedules

List in **Schedule 2** machinery, equipment and supplies used in manufacturing. Enter the book cost in the **Cost** column. Enter the depreciation or true value percentage in the **Depreciation Percent** column and enter the true value in the **True Value** column.

List in **Schedule 3** inventory used in manufacturing. The property is valued at its cost to manufacture, using average monthly values from the preceding year.

List in **Schedule 3A** merchandise inventory held for resale. The property is valued at its cost, using average

monthly values from the preceding year. Alternate computation methods may also be used when monthly values are not available.

List in **Schedule 4** furniture and fixtures, machinery and equipment and supplies not used in manufacturing. Enter the book cost in the **Cost** column. Enter the depreciation or true value percentage in the **Depreciation Percent** column and enter the true value in the **True Value** column.

Accounting period 01/01/2001 to 12/31/2001

To be used by taxpayers whose total listed value is under \$10,000 and with property located in only one taxing district.

Taxpayer name Jones, James
 Mailing address 987 Sixth Street
 City/State/ZIP Columbus, OH 43206
 Business name JJ's Craft Supplies
 Physical location of property 987 Sixth Street
 Date business began in Ohio March 17, 1993
 Description of business Sales of Craft Supplies
 Federal employer identification number 258-64-7860
 Social security number 258-64-7860
 Ohio charter number _____

File Number:
County Auditor's Received Stamp:
Time Extension:

Taxing District: Franklin County – City of Columbus

Schedule 2 – Machinery and Equipment Used in Manufacturing

Cost	Depreciation or True Value Percentage	True Value		Listed Value
			x 25%	
			x 25%	
			x 25%	

Schedule 3 – Manufacturing Inventories

Average Monthly Balance

	x 23%	
--	-------	--

Schedule 3A – Merchandising Inventories

Average Monthly Balance

4,200	x 23%	970
-------	-------	-----

Schedule 4 – Furniture, Fixtures, Machinery and Equipment Not Used in Manufacturing

Cost	Depreciation or True Value Percentage	True Value		Listed Value
3,120	2,380	740	x 25%	180
			x 25%	
			x 25%	
Total Listed Value:				1,190

If total listed value is more than \$10,000, you must complete Tax Form 920.

File this return in duplicate with your county auditor between February 15 and April 30.

I/We declare under penalty 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.

James Jones

4/30/03

466-3280

Taxpayer's signature

Date

Phone number

Person, other than taxpayer, preparing this form

Date

Phone number

Ohio Balance Sheet

(Required To Be Filed with Tax Form 920-EZ)

Name Jones, James FEIN/Social Security No. 258-64-7860
 Balance Sheet as of December 31 2002

Assets	Within Ohio Net Book Values	Total Net Book Values
1. Cash and Deposits	1,700	
2. Notes and Accounts Receivable	350	
3. Inventories		
a) Manufacturing		
b) Merchandising	3,925	
c) Exempt		
d) Other inventory (supplies and consigned)		
4. Investments	3,120	
5. Buildings and Land		
6. Leasehold Improvements		
7. Machinery and Equipment		
8. Furniture and Fixtures	740	
9. Exempt Personal Property located in an Enterprise Zone		
10. Certified Exempt Facilities		
11. Patterns, Jigs, Dies and Drawings		
12. Construction in Progress		
13. Small Tools		
14. Vehicles and Aircraft		
15. Other Assets		
16. Total Assets	6,715	

Liabilities and Net Worth	
17. Current Liabilities	2,426
18. Long-Term Liabilities	
19. Stock (Common and Preferred)	
20. Retained Earnings	4,289
21. Other	
22. Total Liabilities and Net Worth	6,715

Exhibit A
 Reconciliation of Balance Sheet Lines 3, 7, 8, 9 and 15.
 Where Values on the Balance Sheet Do Not Reconcile to the Schedules in the Return

Line	Book Value	Value Returned	Difference	Reconcile Difference

Sample Tax Report of a Taxpayer With Property in an Urban Jobs and Enterprise Zone

Taxpayers who own personal property located in an Urban Jobs and Enterprise Zone may be eligible for abatement of personal property tax on that property, provided an agreement has been entered into with the local governmental jurisdiction. All taxpayers who have entered into an agreement are required to file with each personal property tax return filed while the agreement is in effect an informational return for the property eligible for tax abatement. This return shall identify the property and state the cost and values that are eligible for abatement pursuant to the agreement, as well as those that are still subject to tax.

Form 913-EX has been prescribed by the Tax Commissioner for the purpose of meeting this requirement. This form is to be filed in duplicate with Form 920 or in singular with Form 945.

Those taxpayers who are required to file Form 945 may also be required to file Form 945-S, County Supplemental Return, if there is a reduction in listed value of \$500,000 or more from the previous year.

The following pages display the completed tax returns and supporting schedules required to be filed by a taxpayer for 2003, for its property located in an Enterprise Zone.

RETURN OF EXEMPT PERSONAL PROPERTY
Located in an Enterprise Zone or
a Hazardous Substance Reclamation Area

For Accounting Period January 1 to December 31, 2002

Taxpayer name Arnold Corporation

Address of business in zone or area 8765 Fourth Street

City Dayton State OH ZIP 45000

Taxing district name Dayton City – Dayton CSD

Type of Agreement	Date Agreement Effective	Percent of Exemption	Period of Exemption
<input type="checkbox"/> Reclamation Area		%	Years
<input type="checkbox"/> Municipal Enterprise Zone		%	Years
<input checked="" type="checkbox"/> County Enterprise Zone	June 30, 1999	75 %	5 Years

Time Period for Acquisition of Eligible Assets from 1999 to 2002

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.

O.R.C. Section 5709.62 (H), 5709.63 (I) and 5709.88 (H) 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

	(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)	37,480	28,110	9,370
2. Schedule 3 (Nearest \$10)			
3. Schedule 3A (Nearest \$10)	407,290	232,210	175,080
4. Schedule 4 (Nearest \$10)			
5. Total Listed Value	444,770	260,320	184,450

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 A. D. Cee, President Title _____ Date 4/30/03

Address _____ Name (print) _____ 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
Dayton City – Dayton CSD	Machinery	\$ 149,923	25	\$ 37,480	75	\$ 28,110	\$ 9,370

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.

Complete Information Below:

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
	Dayton City –Dayton CSD				
	Book Value	Book Value	Book Value	Book Value	Book Value
January	\$ 1,568,489	\$	\$	\$	\$
February	1,476,929				
March	1,464,616				
April	1,745,560				
May	1,800,514				
June	1,946,796				
July	2,248,279				
August	2,341,678				
September	2,177,885				
October	1,795,494				
November	1,026,959				
December	1,656,837				
Total Values	\$ 21,250,036	\$	\$	\$	\$
A. Average Values Divide by No. of Months	1,770,836				
B. Total List Value at 23%	407,292				
C. Average Value–Inventory at Same Location for Year Preceding Agreement	424,693				
D. Average Value–Inventory Subject to Exemption (B - C)	1,346,143				
E. Average Value of Exempt Inventory (Line D x % of Exemption)	1,009,608				
F. List Value of Exempt Inventory (Line E @23%)	232,210				

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 manufacturers or merchants and all domestic animals not used in agriculture. List at 88% property used for generation or distribution of electricity to others. 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
		\$		\$		\$	\$

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

TRUE VALUE COMPUTATION

State of Ohio

Machinery and Equipment

Furniture and Fixtures

Class VI Return Year 2003

Public Utility Property

Stand-Alone Computers

Company Arnold Corporation				Taxing District and County Dayton City-Dayton CSD		
(1) Year Acquired	(2) Cost At End Of 2001	(3) Additions & Transfers In 2002	(4) Disposals & Transfers Out 2002	(5) Cost At End Of 2002	(6) Per Cent	(7) True Value Amount \$
2002		42,973		42,973	94.4	40,567
2001	123,010			123,010	88.9	109,356
Totals	123,010	42,973		165,983		149,923
Remarks	List @ <u>25</u> %					37,480

Claim for Deduction from Book Value

Return Year
2003

Name Arnold Corporation			Date (mm/dd/yy) 04/30/2003
Address 197 Sixth Street	City Wabash	State IN	ZIP 54762

The undersigned taxpayer hereby makes claim for the assessment of taxable personal property, or portions thereof as herein stated, on basis of its true value, instead of the book value, less book depreciation.

Taxing District	Tangible Property	Schedule 2	Schedule 3	Schedule 4	Totals
1 Defiance County	Book Value	97,500			97,500
	Deduction Claimed	14,700			14,700
	Claimed True Value	82,800			82,800
2	Book Value				
	Deduction Claimed				
	Claimed True Value				
3	Book Value				
	Deduction Claimed				
	Claimed True Value				
4	Book Value				
	Deduction Claimed				
	Claimed True Value				
5	Book Value				
	Deduction Claimed				
	Claimed True Value				
6	Book Value				
	Deduction Claimed				
	Claimed True Value				
7	Book Value				
	Deduction Claimed				
	Claimed True Value				
8	Book Value				
	Deduction Claimed				
	Claimed True Value				
9	Book Value				
	Deduction Claimed				
	Claimed True Value				
Totals	Book Value	97,500			97,500
	Deduction Claimed	14,700			14,700
	Claimed True Value	82,800			82,800

Claims for any deduction from the depreciated book value of personal property may not be considered or allowed unless made in writing by the taxpayer at the time of making return. Claims made in returns required to be filed in duplicate should be made in duplicate. Such claim must be accompanied by detailed information in support thereof, specifying by taxing district and schedule, the book value, deduction claimed and the claimed true value. Show, in detail, the computation of the claimed true value.

Claimant
 Acme Corporation

By
A. D. Cee, President

COUNTY SUPPLEMENTAL RETURN

George Steel Company

 Name

3101 North Murphy St.

 Address

Columbus, OH 43200

 City, State, ZIP code

To the Auditor of Franklin County:

In accordance with O.R.C. Section 5711.131 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
City of Columbus	5,676,140	3,873,670	(1,802,470)
City of Westerville	100,310	1,767,480	1,667,170

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.

June 10, 2003

 Date

John E. Leonard, Treasurer

 Officer's signature