

State of Ohio County Return of Taxable Business Property

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



2004

Filing Requirement – File this return in duplicate with your County Auditor with check attached, made payable to your County Treasurer, for at least one-half of the tax, between February 15 and April 30. **There is no filing requirement if the listed value is \$10,000 or less.** No payment is required if the total tax due is less than \$2.

Penalty for Late Filing – To be filed timely the return must be **received** by the County Auditor 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 County Auditor, certified mail should be used, or the return may be filed in person with the County Auditor.

If the return is filed late, the assessor will add a penalty of up to 50% of the remaining listed value after the full \$10,000 exemption is applied.

Taxing Districts – You must list your property in the taxing district where it is located and show the complete name of the taxing district. Taxing district names normally consist of a township, city or village and school district. Cities may have more than one school district. **If you do not know your taxing district, check your real property tax bill or contact your County Auditor.**



State of Ohio Department of Taxation

P.O. Box 530
Columbus, OH 43216-0530
1-888-644-6778

Administration of the 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.

Preliminarily 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 meth-

ods used for determining "true value" of your personal property. Disclosure of valuation methods used should not be construed as "prima 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 <http://www.ohio.gov/tax>.

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. All other telephone inquiries should be directed to 1-888-644-6778.

General Information for 2004 Return

- 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 and have property located in Ohio on January 1 (**and have a total listed value of more than \$10,000**), you must file a return.
- What forms must be filed?** Form 920, County Return of Taxable Business 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 15 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 manufacture 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.
- 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. If the total listed value of the return is less than \$10,000, no return is required.
What if I file after the due date?	If the return is filed late, the assessor will add a penalty of up to 50% of the remaining listed value <u>after</u> the full \$10,000 exemption is applied.
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 "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, Inter-County Return of Taxable Business Property , must be filed. Obtain this form 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 depreciated book value, as shown on your books and records. This deduction must be reflected in the "true value" as represented on the return schedules and recapitulation of listed value.</p> <p>Form 913EX, Report of Exempt Personal Property Located in an Enterprise Zone or a 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>
What services can I use to mail my return?	<p>Approved delivery services include:</p> <ul style="list-style-type: none"> • Federal Express Corp – FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2nd Day Air • United Parcel Service – UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M.

These forms may be obtained from your County Auditor or the Tax Commissioner, P.O. Box 530, Columbus, OH 43216-0530. They may also be downloaded from the Department of Taxation Web site: <http://www.ohio.gov/tax>

Instructions for Listing and Valuing Personal Property

Listing Tangible Personal Property

All tangible personal property used in business must be listed and assessed unless specifically exempt. Business is defined as all enterprises, except agriculture, conducted for gain, profit or income, and extends to personal service occupations. Property is to be listed as of the last day of December of the preceding calendar year. If a year end other than December 31 is used for Internal Revenue Service purposes, then that year end must be used for personal property purposes. Use the year ending in the previous calendar year. If you have not been engaged in business in Ohio for 12 months prior to that year end, then you must use December 31. (Rule 5703-3-04)

Depreciable Assets

Depreciable assets should be listed at their true value, which may be greater or less than their book value as of the taxpayer's listing date. The Tax Commissioner has prescribed a method of computing the true value to be used in lieu of book value. This method uses composite annual allowances, varying by business. The composite prima facie valuation procedure for use in filing personal property tax returns may be obtained upon request from the Tax Commissioner. Form 937 is the prescribed form for making this computation.

List in Schedule 2 all assets used in manufacturing, mining, laundries, towel and linen supply and dry cleaning plants, stone and gravel plants, and radio and television broadcasting. List in Schedule 4 all other assets, except inventories.

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.

Leased 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. Lessees must list all tangible personal property held under lease on

tax listing date on Tax Form 921, Ohio Balance Sheet Exhibit C.

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 month-end values in each taxing district by the number of months engaged in business in Ohio in that year. Example: A merchant moving from taxing district "A" to taxing district "B" during the year would report the monthly values for each taxing district separately and divide the total of each by the number of months in business in Ohio. 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 must be listed in the taxing district where it is located. 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.

Line Instructions for Completing Form 920

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 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).
**Please note that the listing percentage remains 23%.*
- Line 4** **Schedule 3A** Enter the listed value by taxing district (rounded to the nearest \$10).
**Please note that the listing percentage remains 23%.*
- 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. If the total listed value is less than \$10,000, no return is required.
- Line 7** **\$10,000 Exemption** Enter the allowable exemption by taxing district.
- Line 8** **Taxable Value** Subtract the amount on line 7 from the amount on line 6 and enter here.
- Line 9** **Tax Rate** Enter the tax rate for the taxing district.
- Line 10** **Tax** Multiply the amount on line 8 by the amount on line 9 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 .06550).
- Line 11** **Enter the Amount Paid With the Return (minimum of half total tax)**
- Line 12** **Enter Balance Due for Each Taxing District**

County Return of Taxable Business Property

For accounting period _____ to _____ 2003

Taxpayer name _____ (If corporation, as recorded with the Ohio Secretary of State)

Address _____

City _____ State _____ ZIP _____

Business name _____

Physical location of taxable property _____

Date business started in Ohio _____

Description of business _____

Taxpayer who reported this property for 2003 _____

Ohio charter number Federal employer identification number NAICS code number

Date incorporated or qualified in Ohio Social security number Ohio vendor's license number

Type of business: Corporation [] Other [] _____

Filing includes: Form 902 [] Form 913EX []

File No. _____

County Auditor's Received Stamp

Time Extension Permit

No. _____ granted

to _____ 2004

1. Taxing District - (Township, city and school district)

2. Schedule 2 (nearest \$10)

3. Schedule 3 (nearest \$10)

4. Schedule 3A (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

Table with 3 columns and 12 rows for tax calculation details.

File this return in duplicate with your County Auditor, with check attached, made payable to your County Treasurer for at least one-half of tax, between February 15 and April 30. If total listed value is less than \$10,000, no return is required. 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

Signature of taxpayer Title Date

Address

Name of taxpayer (please print) 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	Percent	Listed Value
		\$	25	\$
			25	
			25	
			25	
			25	
			25	
			25	
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.

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			

	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
Months in Business					
January	\$	\$	\$	\$	\$
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total Values	\$	\$	\$	\$	\$
Average Values Divide by No. of Months	\$	\$	\$	\$	\$
List at 23% of Average Value	\$	\$	\$	\$	\$

(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
		\$	25	\$
			25	
			25	
			25	
			25	
			25	
Total (Carry listed value by taxing district to line 5 on front of return)		\$		\$

Ohio Balance Sheet

(Required to be Filed with Tax Form 920)

Name _____ FEIN/social security number _____

Balance sheet as of _____ 2003

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

Liabilities and Net Worth

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

2004 Exhibits for Balance Sheet Reconciliation and Leased Property/Consigned Inventory

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

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

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

B/S Line No.	Itemization	Amount

Exhibit C – Leased Property

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

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

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

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

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

True Value Computation

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

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

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

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

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

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

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

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

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

Return of Exempt Personal Property Located in an Enterprise Zone or Hazardous Substance Reclamation Area

For accounting period _____ to _____ 2003

Taxpayer name _____

Address of business in zone or area _____

City _____ State _____ ZIP _____

Taxing district name _____

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

Time period for acquisition of eligible assets from _____ to _____

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

Ohio Revised Code Sections 5709.62 (I), 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

All enterprise zone exemptions are limited per the terms of the agreement

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

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

Declaration

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

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

Address Signature of taxpayer Title Date

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

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

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

Exempt Inventories – Schedules 3 and 3A. Monthly inventory values are required of merchants and manufacturers. List total amount of inventory located within the enterprise zone.

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

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

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

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

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

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

True Value Computation

State of Ohio

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

Class _____ Return Year **2004**

Company				Taxing District and County		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Year Acquired	Cost At End Of 2002	Additions and Transfers In 2003	Disposals and Transfers Out 2003	Cost At End Of 2003	Per Cent	True Value Amount \$
Totals						

Remarks

List @ 25 %