

Industrial Unit Dept of Revenue Office  
P.O. Box 7149  
Helena, MT 59604-7149  
(406) 444-6900

**ADDRESS SERVICE REQUESTED**  
**Important Property Tax Information Enclosed**



## Tax Year 2013 Business Personal Property Reporting Form

Please refer to the attached instructions. Provide property information as of January 1, 2013.  
Please return your completed and signed form to us within 30 days.

### Contact Information

Contact Name  Email   
Phone Number  -  -  Cell  -  -  Fax  -  -

### Property Information

Property ID  Assessment Code  Levy District

### Business Information

Business Name  Company Number   
Type of Business   
Business Location  Appraiser

### Affidavit of Person Completing This Reporting Form

I swear, under penalty of false swearing, that I have examined this reporting form (including the accompanying tables and instructions) and, to the best of my knowledge and belief, it is true, correct and complete.

Prepared By  Name of Legal Owner   
Preparer's Signature  Business FEIN  -   
Preparer's Phone Number  -  -   
Date  /  /  Signature

**GENERAL LEDGER ACCOUNTS Year Ending December 31, 2012  
(COMPLETION OF THIS SECTION, BY PLANT LOCATION, IS MANDATORY)**

<b>LINE NO</b>	<b>PROPERTY ACCOUNTS-REQUIRED INFORMATION</b>	<b>YEAR END 2011</b>	<b>YEAR END 2012</b>
1.	MACHINERY/EQUIPMENT		
2.	FURNITURE AND FIXTURES		
3.	BUILDINGS AND IMPROVEMENTS		
4.	LAND		
5.	OTHER:		
6.			
7.			
8.			
9.			
10.	CONSTRUCTION WORK IN PROGRESS		
11.	TOTAL CAPITALIZED PROPERTY ACCOUNTS (LINES 1-10)		
12.	MATERIALS AND SUPPLIES		
13.	TOTAL PROPERTY ACCOUNTS (LINES 11+12)		

**Instructions: Enter the amount of the installed costs balances as of December 31st. Specify any other property ledger balances that are not included in the accounts to the left. REPORT ALL supply items used in the conduct of business but not intended for lease or sale.**

Supplies include provisions stored that will normally be consumed in the physical or chemical transformation of raw materials into finished products. These items aid in or cause the physical or chemical change but never become part of the finished goods. Examples of such items are fuel, spare parts, fluxes, catalysts, etc., that can become waste in the manufacturing process. Some residues of supply items may be left in the product but they are not essential to the product. Containers stored for use in shipping and receiving of merchandise held for sale are supply items, as are all packaging, wrapping banding or display materials.

**New Construction – Buildings**

Use the space below to list the description and capitalized cost of all new buildings and site improvements constructed in 2012.

<b>DESCRIPTION – REQUIRED INFORMATION</b>	<b>CAPITALIZED COST</b>

OwnerName:  
AssessmentCode:  
County:

**Furniture & Fixtures**

For dept. use only Instance ID	Add	Delete	Asset #	Quantity	Description	Location within Plant	Installed	
							Year	Cost

OwnerName:  
AssessmentCode:  
County:

**Manufacturing & Mining Equipment**

For dept. use only Instance ID	Add	Delete	Asset #	Quantity	Description	Location within Plant	Installed	
							Year	Cost

OwnerName:  
 AssessmentCode:  
 County:

**Heavy Equipment**

For dept. use only Instance ID	Add	Delete	Asset #	Tbl/Sub	Make	Model or Size	Description	Serial #	Year New	Installed	
										Year	Cost

OwnerName:  
AssessmentCode:  
County:

**Oil and Gas Equipment**

For dept. use only Instance ID	Add	Delete	Asset #	Quantity	Description	Well Name	Installed	
							Year	Cost

### LEASED PROPERTY REPORTING FORM

This form is to report property owned by others which is leased to you and is not reported elsewhere in this report. It is your responsibility to furnish the requested information even if you are not liable for the taxes on the property. Fill in ALL spaces for each leased item. If you need more space please attach a supplemental sheet. If you do not have any leased property, write "NONE" in box 1 and return this form.

	LESSOR	TAX RESPONSIBILITY	EQUIPMENT INFORMATION	
1	NAME	<b>CHECK ONE</b>	DESCRIPTION	YEAR ACQUIRED
	STREET/BOX	LESSOR	MAKE	MODEL
	CITY, STATE, ZIP	LESSEE	ORIGINAL COST	YEAR NEW
				ANNUAL PAYMENT
2	NAME	<b>CHECK ONE</b>	DESCRIPTION	YEAR ACQUIRED
	STREET/BOX	LESSOR	MAKE	MODEL
	CITY, STATE, ZIP	LESSEE	ORIGINAL COST	YEAR NEW
				ANNUAL PAYMENT
3	NAME	<b>CHECK ONE</b>	DESCRIPTION	YEAR ACQUIRED
	STREET/BOX	LESSOR	MAKE	MODEL
	CITY, STATE, ZIP	LESSEE	ORIGINAL COST	YEAR NEW
				ANNUAL PAYMENT
4	NAME	<b>CHECK ONE</b>	DESCRIPTION	YEAR ACQUIRED
	STREET/BOX	LESSOR	MAKE	MODEL
	CITY, STATE, ZIP	LESSEE	ORIGINAL COST	YEAR NEW
				ANNUAL PAYMENT
5	NAME	<b>CHECK ONE</b>	DESCRIPTION	YEAR ACQUIRED
	STREET/BOX	LESSOR	MAKE	MODEL
	CITY, STATE, ZIP	LESSEE	ORIGINAL COST	YEAR NEW
				ANNUAL PAYMENT
6	NAME	<b>CHECK ONE</b>	DESCRIPTION	YEAR ACQUIRED
	STREET/BOX	LESSOR	MAKE	MODEL
	CITY, STATE, ZIP	LESSEE	ORIGINAL COST	YEAR NEW
				ANNUAL PAYMENT