

**OFFICE OF THE ASSESSOR  
WHITE PINE COUNTY  
297 NEVADA NORTHERN RAIL WAY, STE 3  
ELY, NV 89301 (775) 293-6542**

**Date Mailed:** 02/17/17      **Access Code:** 9J9TBR  
**Account #:** OT 000001      Unsecured  
**Tax Year:** 2017-18      **NAICS Code:** \_\_\_\_\_  
**Location:**

**TO BE COMPLETED BY TAXPAYER**

Business type: \_\_\_\_\_  
Mail address, if different: \_\_\_\_\_  
Location, if different: \_\_\_\_\_  
Person completing form: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_

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**STATEMENT OF BUSINESS EQUIPMENT / ASSETS / PERSONAL PROPERTY  
– INSTRUCTIONS –**

**IN ACCORDANCE WITH NEVADA REVISED STATUTE 361.265 AND OTHER STATUTES, AS NOTED:**

- As a business owner you are required to submit a sworn statement of business equipment/assets (also known as personal property) in your possession **as of July 1, 2017**;
- Your statement must be returned **not later than July 31, 2017**, except for a statement mailed to the taxpayer after July 15, in which case it must be returned within 15 days after demand for its return is made;
- Upon written petition of the property owner showing good cause, the assessor may grant one or more 30-day extensions;
- If any person after receiving this request by the Assessor's Office, neglects or refuses to give the statement herein provided for, the Assessor must make an estimate of the value of the property of such person and this value fixed by the Assessor may not be reduced by any Board of Equalization in accordance with Nevada Revised Statute 361.360;
- The information you provide is subject to verification in accordance with Nevada Revised Statute 361.263;
- You will receive a new declaration each year as long as the business remains active. You will be asked to enter changes from the previous year, including all acquisitions and disposals of business equipment/assets/personal property.

**WHEN PREPARING YOUR EQUIPMENT/ASSET/PERSONAL PROPERTY LIST, PLEASE INCLUDE:**

- All equipment/assets/personal property:
  - Owned, rented, leased, borrowed, gifted, used, or in your possession as of July 1, 2017, regardless of actual owner;
  - That have been fully depreciated out for IRS purposes but are still in your possession;
  - Regardless of age, still in your possession, not previously reported.
- Total acquisition cost includes:
  - Your original purchase price (if you did not purchase the property, your estimate of its value at time of receipt);
  - The cost of any improvements (additions to or renovations of the property) other than routine maintenance/repairs;
  - Transportation costs;
  - Installation and set up costs necessary to make the property operational.

**WHEN PREPARING YOUR EQUIPMENT/ASSET/PERSONAL PROPERTY LIST, PLEASE DO NOT INCLUDE:**

- Any equipment/assets/personal property acquired after July 1, 2017;
- Sales tax;
- Licensed vehicles subject to the Department of Motor Vehicles governmental service tax;
- Inventory held for resale;
- Raw materials held for manufacturing into finished goods;
- Supplies that are consumed during day-to-day operations, that have a useful life of less than one year.

**LEASED/LOANED EQUIPMENT/ASSETS/PERSONAL PROPERTY:**

- Please provide documentation (e.g., a copy of your lease agreement) should the lessor be the responsible party; otherwise, the assessor will maintain that the lessee is responsible for the personal property taxes;
- Include: capital lease, operating lease, true lease, dollar buyout lease, nominal lease, conditional sale contract, loaned items, etc.
- If you are in the business of leasing/loaning equipment to others:
  - Please provide the physical location address of each asset;
  - If a lease has terminated, indicate if the lessee acquired the property or if the property was returned to the lessor.

**PLEASE CHECK IF APPLICABLE:**

- Equipment is declared in another county.** County: \_\_\_\_\_
- No equipment is used in the business.** Please explain: \_\_\_\_\_
- Shared equipment is owned and reported by another business at the same location.**  
Their business name: \_\_\_\_\_ Phone number: \_\_\_\_\_
- Out of business.** Date business ceased: \_\_\_\_\_  
How was equipment/assets/personal property disposed of: \_\_\_\_\_  
If to another business or person, their name, address, phone: \_\_\_\_\_
- Business sold.** Date sold: \_\_\_\_\_  
Sold to (name, address, phone): \_\_\_\_\_

**ACQUISITIONS not previously reported (see list beginning on page 3):**

Description and Quantity	Year Acquired	Total Acquisition Cost

(Use additional sheet(s) if needed.)

**LEASED/LOANED PROPERTY:** Documentation is required to confirm lessor tax liability.

(Include: capital lease, operating lease, true lease, dollar buyout lease, nominal lease, conditional sale contract, loaned items, etc.)

Lessor/Lessee #1—Name, mailing address, phone: \_\_\_\_\_

Description and Quantity	Asset # or Customer #	Year Acquired	Installed Cost

Lessor/Lessee #2—Name, mailing address, phone: \_\_\_\_\_

Description and Quantity	Asset # or Customer #	Year Acquired	Installed Cost

Lessor/Lessee #3—Name, mailing address, phone: \_\_\_\_\_

Description and Quantity	Asset # or Customer #	Year Acquired	Installed Cost

(Use additional sheet(s) if needed.)

Please carefully review the following list of previously reported property and cross out any items that are no longer in your possession.

**PREVIOUSLY REPORTED EQUIPMENT/ASSETS/PERSONAL PROPERTY:**

Item #	Description	Year Acquired	Acquisition Cost
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**NO ACQUISITIONS, LEASES/LOANS, OR DISPOSALS HAVE OCCURRED SINCE LAST REPORT. Check here: \_\_\_\_\_**

**SIGNATURE:** Under penalty of perjury, I do hereby declare and affirm that I have examined this entire declaration and any changes made therein and to the best of my knowledge, believe that it is correct and complete. (NRS 361.265)

\_\_\_\_\_  
Taxpayer's signature

\_\_\_\_\_  
Print taxpayer's name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail address

**Please return all pages of this statement to the Assessor's Office and make a copy for your records.**

## LIST OF COMMON BUSINESS EQUIPMENT / ASSETS / PERSONAL PROPERTY

This sample list is included to assist you in completing your written statement of business equipment/assets/personal property. The list includes, but is not limited to, the following:

Air compressor	Engraving/stamping	Gymnastics	Recreation
Air conditioner, window	Equipment & furniture	Gypsum products/machines	Refrigeration/refrigerator
Air condition/heating equip	Evaporative cooler		Rentals
Aircraft repair	Exercise	Healthcare	Restaurant
Asphalt seal surfacing		Hospital	Route laundry service
ATM	Fabricated metal		
Auto repair/sales/service	Farm Equipment	Ice making machine	Safe
Auto wrecking yard	Auger	Ice plant	Sand/gravel equip
	Backhoe	Industrial	Satellite communication
<b>Bakery</b>	Baler	Information systems	Security camera
Bank	Combine	Interior design	Security/fire
Bar	Disc		Service station equipment
Barber/Beauty shop	Drags	Jewelry store	Shed/locker, portable
Batch (concrete) plant	Fertilize equipment	Juke box	Shoe repair
Beverage machine	Grain drills		Shop equipment
Billboard	Grain elevator	Laboratory	Signage, indoor & outdoor
Billiards	Harrowbeds	Landscape maintenance	Silkscreen
Blue print machine	Harrows	Laundry	Slot machine
Bowling alley	Harvester	coin operated	Snowmobile
Broadcasting	Hay chopper	dry cleaning	Soft drink equipment
Burglar alarm system	Hay fluffer	route service	Spray paint booth
	Hay loader	Lawn mowing/maintenance	Storage building, portable
Cable TV	Hay squeeze	Leasehold improvement	Store electronic
Camera, closed circuit	Laser level equipment	Library, law/medical	Store fixtures/equipment
Car wash	Machinery	Lockers/shed	Surveying
Carpet cleaning	Manure spreader		
Cash register	Plough	Machine shop	Tack/saddle
Cell phone	Rake	Machinery & equipment	Telecommunications
Cell site	Ripper	Mailing equipment	Telephone system
Cement processing	Scraper	Maintenance	Television/monitor
Ceramics	Seeder	Manufacturing	Television repair
Chain saw	Semen tank	Martial arts	Theater
Chiropractic	Sprayer	Masonry	Tire sales & service
Cleaning service	Swather	Medical office	Tool & die
Closed circuit TV	Tools	Metal products & equip	Tools, hand/misc small
Coffee brewing	Tractor	Mill & mine machinery	Tower, communications
Coin wrap	Wagon	Mining improvements	
Communications tower	Windrower	Mobile equip, frequent use	Unlicensed vehicles/trailers
Computer, hard & software	Fax	Mobile home park	Upholstery
Concrete batch plant	Fire/security	Modular building/office	
Construction	Fixed equipment & machinery		Vacuum sales/service
Container/dumpster	Fixtures	Nursery, children's	Vending/dispensing
Convalescent	Florist/gift shop	Nursery, horticulture	Veterinary hospital
Cooler, drinking water	Fork lift		Video
Copier/fax combo	Funeral home	Oil & gas lease equipment	cameras
Copy machine	Furnishings	Optical	games/tapes
Corral, portable	apartment	Oxygen cylinder	production
Credit card machine	group qtrs		
	hotel/motel	Paging	Warehouse equipment
<b>Day care, child/adult</b>	patio	Paint spray booth	Washer/dryer
Dental office	Furniture	Painting	Water bottles/cooler
Die & tool		Photography	Welding
Dishwasher	<b>Gaming</b>	Physical therapy	Wholesale distributing
Distributing, wholesale	Gasoline station equipment	Plastics equipment	
Doctor's office	General maintenance	Point of sale (POS)	Yard maintenance
Donut shop	Generator	Portable building	
Drilling	Gift shop	Postage equipment	
Dry cleaning	Golf carts	Power generator	
	Golf course equipment	Printing & publishing	
Electrical manufacturing	GPS engineering	Propane tank & equipment	
Electronic/digital	Grain equipment/storage		
Engineering/surveying	Gravel/sand equipment	Radio communications	