



CLAY COUNTY ASSESSOR'S OFFICE

1 Courthouse Square
Liberty, MO 64068-2390
Telephone 816/407-3460

Cathy Rinehart, Assessor

Dear Business Owner:

Enclosed is your 2012 Business Personal Property Assessment form which must be completed, signed and returned no later than March 1 to avoid late filing penalties.

Missouri statutes require that proprietors, corporations, partnerships, or associations owning or controlling tangible personal property file an assessment each year declaring the business personal property owned on January 1. Add new property purchased during 2011 and make any necessary adjustments to property shown for prior years.

Business personal property is *anything with a determinable life longer than one year used in a trade/profession/business to produce income*. Examples of business personal property are office equipment, computers and peripheral equipment, fixtures, furnishings, motor vehicles, tools, construction equipment and machinery; generally anything on an asset list filed with your federal tax return. Inventory for resale is not included; however, parts and supplies are.

Property is assessed at the original cost less freight, installation, and sales/use tax. The assessor applies the property depreciation schedule by applying the years since acquisition to determine appraised value. That value is multiplied by the statutory 33-1/3 percent to establish the assessed value.

Also, to avoid any assessment penalties please fill out the 2012 assessment list and return it to the assessment department before April 1, 2012. For your convenience in the month of March, 2012, (Thursday evenings only) we will be meeting from 6 pm to 7 pm at the Clay County Annex, 1901 NE 48th St, KCMO, to help business owners complete their assessment forms. Since there is only room for 25 people per evening, please RSVP by calling 407-3464 or e-mail bppassessor@claycogov.com.

BUSINESS VALUATIONS -- www.claycountymo.gov, available first week of June. Will need account number from this form. Feel free to contact us at 816/407-3460 if you have questions.

Sincerely,

CATHY RINEHART
ASSESSOR

GIS/Mapping
234 W. Shrader, STE D
Liberty, MO 64068
816/407-3370
FAX 816/407-3371

ANNEX
1901 NE 48th Street
Kansas City, MO 64118-6159
PHONE 816/407-3470
FAX 816/407-3461

Other Assessment Information and Facts

MO STATE STATUTE 137.075

Persons owning or holding tangible personal property on the first day of January shall be liable for taxes.

MO STATE STATUTE 137.080—Personal property is divided into the following sub classes:

PROPERTY	PERCENT OF TRUE MARKET VALUE
Grain	1/2 OF 1%
Livestock	12%
Farm Machinery	12%
Motor Vehicles	33-1/3%
Mobile/Manufactured Homes	19%
Historic Aircraft and Vehicles	5%
Specific Tools and Equipment used in an Enterprise Zone	25%
All Other Personal Property	33-1/3%

Classification and assessment ratios are set by state law and cannot be adjusted by the Assessor.

A change in the assessed value may be made if property owners provide information which demonstrates that the assessed value does not accurately reflect the property's true value in money.

APPEAL STEPS

1. INFORMAL	Informal hearings will be conducted between April 1 and May 1 by the Assessor's staff. For an appointment, call 816/407-3460 between 8:30 a.m. and 4:30 p.m., Monday—Friday.
2. BOARD OF EQUALIZATION	Following informal hearings, taxpayers may appeal to the Board of Equalization. Forms for application are available at the Clay County Clerk's office, 816/407-3582.
3. STATE TAX COMMISSION	Appeals must be received by the State Tax Commission by August 15 or within 30 days of the BOE decision, whichever is later. Taxpayers must present an appeal to the BOE before continuing to the State Tax Commission.

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