



Multiple County Property Return Extension Request Form

For Department of Revenue use only	
Extension number	Date received

An extension may be granted to taxpayers who have reporting requirements in more than one county.

To request an extension, complete this form and mail or fax to the address or number shown below by March 1.

An extension for administrative need will be in effect for subsequent years unless revoked by the department. Returns are subject to audit. You must agree to use the trending and depreciation schedules supplied in reporting your property.

An extension for good cause will be in effect for the current year only. Returns are subject to audit. You must agree to use the trending and depreciation schedules supplied in reporting your property.

If your request is granted, your return must be postmarked by April 15. You must file your return as follows:

- **Personal property** returns filed with the assessor's office shall include a complete asset list and have value factors applied by the taxpayer according to property classification to compute the value.
- **Real property or industrial property** returns filed with the assessor's office shall have trending and depreciation factors applied to the asset listing or summary for reporting purposes, where requested. Retirements shall be itemized.

Company name _____

Counties _____

Contact person (must be an owner or authorized representative) _____ Telephone number _____

Mailing address _____ City _____ State _____ ZIP code _____

Situs address _____ City _____ State _____ ZIP code _____

List your reason for requiring an extension of time for filing your property returns _____

→ SIGN HERE	Signature	Date
	X	/ /
	Title (must be an owner or authorized representative)	E-mail

Fax to: **541-966-4471** *-or-* Mail to: **Personal Property—Property Tax Division**
Attn: Personal Property **Oregon Department of Revenue**
PO Box 14380
Salem OR 97309-5075

Real and personal property return extension information

The deadline for filing real and personal property returns with your county assessor is **March 1**. In certain cases, the county assessor and the Department of Revenue have authority to grant an extension of time to file your return.

Extension requests filed with the county assessor—OAR 150-308.290(3)

The county assessor has the authority to grant businesses with accounts located in only one county an extension of time to file when a hardship exists. The county assessor may extend the due date to April 15 for good cause or administrative need.

Situations that are deemed good cause may include, but are not limited to:

- A delay caused by an unavoidable absence of the person who is solely responsible for filing the return.
- A delay due to destruction by fire, natural disaster, or casualty of the taxpayer's records needed to prepare the return.

An extension for good cause is only applicable for the current year's return.

All extension requests must:

- Be in writing to the appropriate county assessor and be **postmarked** no later than March 1.
- Be signed by the taxpayer or the taxpayer's authorized representative.
- Contain all the facts justifying the taxpayer's inability to file the return by the due date.
- Include the name on the account, business name when appropriate, account numbers when known (or the situs address if no account number is available), and the address where the information should be mailed.

Extension requests filed with the Department of Revenue—OAR 150-308.290(5)

The department has the authority to grant businesses a permanent extension for administrative need that will continue in effect for each subsequent tax year until canceled by the taxpayer or revoked by the department. To qualify you must meet the following conditions:

- You have reporting requirements for property in more than one county, **AND**
- Your accounting information cannot be accurately reflected by the March 1 filing deadline due to the volume of information needed to file the return or due to fiscal year-end requirements.
- If the property is leased, you must have sole responsibility for payment of all property taxes.

The department also has the authority to grant businesses a one-year extension for good cause if you meet the following conditions:

- You have reporting requirements for property in more than one county; **AND**
- A hardship exists.

Situations that are deemed good cause may include, but are not limited to:

- A delay caused by an unavoidable absence of the person who is solely responsible for filing the return.
- A delay due to destruction by fire, natural disaster, or casualty of the taxpayer's records needed to prepare the return.

An extension for good cause is only applicable for the current year's return.

All extension requests must:

- Be in writing to the appropriate county assessor and be **postmarked** no later than March 1.
- Be signed by the taxpayer or the taxpayer's authorized representative.
- Contain all the facts justifying the taxpayer's inability to file the return by the due date.
- Include the name on the account, business name when appropriate, account numbers when known (or the situs address if no account number is available), and the address where the information should be mailed.

All returns approved for an extension of time to file will be subject to audit and correction for errors in:

- Classification.
- Trending and depreciation.
- Omissions.

Filing your return

If an extension is granted, your return must be sent to the appropriate county assessor or the department and be **post-marked by April 15**.

If your request for an extension has been granted by the department you will receive instructions for reporting. These instructions will include current trending and depreciation factors where applicable.

In all cases, depreciation factors must be applied to the asset listings.

Your return must include:

- Personal property returns filed with the county assessor:
A complete listing of assets with factors applied according to property classification. Report all additions and deletions.
- Real property returns filed with the county assessor:
A complete listing of assets with the specific real property additions and retirements for the current year.
- Leasing companies:
A complete listing of equipment for both real and personal property reported by a leasing company. This listing **MUST** also identify the situs of the property.

When completing your return:

- Describe all assets completely.
- Categorize all assets according to the schedules received.
- Report all additions and deletions in addition to the completed asset list.

- Use the Department of Revenue's depreciation schedules provided to you.
- Use the factor for the last year shown to compute the value of items older than the last year listed on the depreciation schedules. **DO NOT VALUE THESE ITEMS AS ZERO.**
- Calculate the values for all property reported.
- Attach a copy of the extension approval letter.

Denied extensions

If the Department of Revenue denies an extension request, your completed property return(s) must be filed with the county assessor **WITHIN 10 DAYS OF THE DENIAL OR MARCH 1**, whichever is later.

Revoked extensions

If the extension is to be revoked, you will be notified in writing prior to the official notification.

Common filing problems

Listed below are some common filing problems that may cause your filing extension to be reviewed or possibly revoked. Please take a moment to double-check these items on your return before you file.

Company information

- Company name changed (this will require a new extension).
- Extension is not transferable.
- Extension is valid for only the requesting company. It does not extend to DBAs or similar business names.

Description

- Your assets were not adequately described.
- Your assets were improperly categorized.

Missing information

- You reported only additions and deletions rather than the complete asset listing.
- You reported only a lump sum rather than the complete asset listing.

Value

- You used net book value to determine the value of your property rather than using the Department of Revenue's depreciation schedules as required.
- Your assets were improperly valued.
- You used an incorrect depreciation factor.

- You valued items older than the last year shown on the schedule as zero.

Schedule

- You did not use the Department of Revenue's depreciation schedules as required.
- You used an Internal Revenue Service depreciation schedule.
- You used company schedules on leased or rented property.
- Items were shown as "fully depreciated assets" rather than using the Department of Revenue's depreciation schedule as required.

Coding

- The property listed on the return was inaccurately coded resulting in inaccurate values.

Filing of returns

- You failed to file a return for the previous year.
- You filed your return after the extended due date. Your return must be postmarked by April 15.
- You failed to attach a copy of the extension approval letter.

Calculation

- Your assets were listed accurately, but you did not calculate the values of your assets.