

# IDAHO TRANSIENT PERSONAL PROPERTY DECLARATION

PLEASE RETURN WITHIN 10 DAYS OR BEFORE NOVEMBER 1<sup>ST</sup>  
 FAILURE TO RESPOND WILL RESULT IN ESTIMATION OF VALUE

Please read instructions on the back.

Report location of equipment.

Equipment/Make/Model/Serial Number	Date in Service	Year of		Purchase Price	D Y	Other County		D Y	Other County		D Y	Other States		D Y	County Use Only		
		MF	Purc			Other County	D Y		Other States	D Y		Func	Cat		Sch		

**Return no later than date stated to\*:**  
 JEROME COUNTY ASSESSOR  
 ATTN: TRANSIENT PERSONAL  
 300 N LINCOLN STE 205  
 JEROME, ID 83338  
 \*To submit your declaration electronically, email [lnoble@co.jerome.id.us](mailto:lnoble@co.jerome.id.us) for information.

I certify that the above inventory of transient personal property is accurate and complete.  
 Type of operation \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature Required)  
 Owner's Name \_\_\_\_\_  
 (Please Print)

**Make address corrections below.**

## INSTRUCTIONS FOR IDAHO TRANSIENT PERSONAL PROPERTY DECLARATION

Each property owner is required to submit a list of all taxable personal property to the assessor each year. Use this declaration to report transient personal property.

**Note:** In 2013, legislation was passed exempting the first \$100,000 of business Personal Property. Each taxpayer can receive the exemption in each county in which personal property is owned. The limit on the exemption shall apply to the sum of the taxpayer's non-transient personal property and transient personal property. Prior to applying the exemption, transient personal property shall be allocated among the counties based on the prorated value. The filing of this declaration is the application for the exemption. In addition to the exemption, any stand-alone item purchased on or AFTER January 1, 2013, with a total acquisition cost of \$3,000 or less, is exempt and does not need to be reported on this declaration. If an item cannot perform its function independent of other pieces of equipment, the items must be reported as a "system" and must include the total purchase price of all components. (for example, an implement attached to or used with a tractor cannot typically perform a task independent of the tractor.) Anything purchased prior to January 1, 2013, must be reported regardless of total purchase cost.

**WHO MUST SUBMIT THIS FORM?** If you own taxable transient personal property totaling more than \$100,000, you must submit a list of all taxable personal property to the county assessor each year. Please fill out the declaration and return the original to the assessor no later than the date stated on the form. If your transient property is fully exempt and you acquire personal property which would make the value of your personal property total more than \$100,000 as of January 1<sup>st</sup> of any year, you must report all of your taxable personal property by filing this declaration. (Do not include items costing less than \$3,000 and purchased on or after 1/1/2013.) Knowingly failing to report such property could subject you to a fine not to exceed \$10,000. Intentional concealment of transient property may result in an assessment of twice the value. See sections 63-205, 63-302, 63-311, 63-313, 63-602KK, and 63-141 Idaho Code. (Please retain a copy for your records.)

### GENERAL INSTRUCTIONS:

01. Report all taxable transient personal property. Taxable transient personal property includes all construction, logging, or mining machinery and equipment not specifically identified as exempt in Idaho Code.
02. If additional space is needed, use the same format on a separate sheet of paper.
03. Review all items of transient personal property previously reported and listed on the front of this form.
04. Cross out or adjust quantity of items for any transient items you no longer own. If sold indicate the date of sale and sales price below the item.
05. Add any transient items you own that are not shown, including those acquired through barter or trade. Enter the appropriate information in each column. Report all usable items in your possession as of January 1, regardless of the depreciated status or whether the item has been expensed.
  - a. If you are leasing or renting transient personal property to others, you must attach a separate listing of the following: a) name and address of lessee or renter; b) itemized list of transient personal property; c) date of lease or rental contract; d) market value; e) length of contract; f) monthly rental change.
  - b. If you are leasing or renting transient personal property from others, you must attach a separate listing of the following: a) name and address of lessor; b) itemized list of transient personal property; c) date of lease or rental contract; d) market value; e) length of contract; f) monthly rental change.

### COMPLETING THE FORM:

06. At the top of the form, report the general location of the property. For example: Highway 95 South of New Meadows and North of Council.
07. In the column labeled "Equipment / Make / Model / Serial Number," list the property including the make, model, and serial number.
08. In the column labeled "Date in Service," report the date (month, day, and year) the transient property was put to use or placed in a condition or state of readiness and availability for a specifically assigned function in the production of income.
09. In the columns labeled "Year of," under "MF" list the year the transient property was manufactured and under "Purc" list the year it was purchased.
10. In the column labeled "Purchase Price," list the price paid for the property including any trade-in allowances and all associated costs incurred to acquire and get the item ready for its intended use. (For example: sales taxes, rebuilds, retrofits, and shipping costs.)
11. In the first column labeled "DY," list the number of days, exceeding 29 days, the property was located in that county.\*
12. In each column labeled "Other County," list the name of the county in Idaho, other than the home county, where the property was used during the year. You may use the Idaho automobile license abbreviations for the counties. \*
13. In each subsequent column labeled "DY," list the number of days, exceeding 29 days, the property was located in that county.\*
14. In the column labeled "Other States," list each additional state in which the property was located. Use the U.S. Postal Service abbreviations.\*
15. In the subsequent column labeled "DY," list the number of days the property was located in all other states.\*
16. To report qualified property elected to be exempt under Idaho Code section 63-3029B, list the end date of the loss year in the next row under the column labeled "Purc".
17. Be sure to sign and date the form, identify the type of business (operation), and provide your phone number and title along with the owner's name.

**\*Please note:** The total of the number of days in the home county, the number of days in each other county in Idaho, and the number of days in all other states must equal 365 days or the number of days you owned the property, if less than one year. If this total is not correct, check to be sure the listed number is accurate for all other states and each other county; then, if necessary, adjust the number of days in the home county to arrive at the correct total.