

Hello New Business Owner,

It has been brought to Utah County's attention that you have recently received a business license. We want to take a moment to let you know what to expect for this upcoming year as it relates to your personal property for your business. This is equipment that is used to operate your business. (e.g., computer, phone, desk, chair, etc.)

**The state of Utah, by law, requires that all businesses with a business license to declare all the equipment used to operate the business each year.**

### **Utah Code 59-2-306, Utah State Constitution (Article XIII. Section 2)**

At the beginning of each year, you will receive an affidavit for declaration for your business which will allow you to declare your equipment. The affidavits are usually delivered in late February to early March need to be returned no later than **May 15<sup>th</sup>** of each year.

The affidavit will have an account number which has been established for the business and a computer-generated pin number for that year. It will include general instructions on how to file online if you should choose to do so. You may file by original paper and mail it (or email a pdf) to Utah County by the due date. If you choose to email, also please send a signed and dated copy of the affidavit with a detailed spreadsheet with a current asset list to [personalproperty@utahcounty.gov](mailto:personalproperty@utahcounty.gov)

If your business is small and has only a small amount of equipment you may wish to claim the exemption for that year. The exemption limit does change each year and you must file, requalify, and apply each year. To qualify, you must meet the basic criteria each year. (1) The business must list all equipment with the year acquired and the cost associated with it. (2) Sign, date, and request the exemption. (3) Have market value under the exemption limit. This must be done every year by **May 15<sup>th</sup>**.

**The question is often asked, what is personal property?** Business personal property is the equipment that you use to run your business on a day-to-day basis. This includes owned and leased equipment. This would not include your home nor the commercial building that you are occupying for the business.

If you have any questions, please feel free to contact our department at (801) 851-8295 or stop in to see us in room #1105 at 100 E Center Street, Provo Utah 84606.

**If you sell or close your business, you need to notify Utah County.**

Thank you and we look forward to working with you, Utah County Personal Property Department.