

ST. LOUIS COUNTY BOARD OF EQUALIZATION

Instructions for Manufacturer's & Business Personal Property Appeal Form (PP5)

A separate appeal form must be filed for each account number.

Appeals to the Board of Equalization must be filed by the 2nd Monday in July of the current assessment year per Section 137.275 of the Revised Statutes of Missouri.

If you are filing an appeal on individual personal property, you must use Individual Property Appeal Form PP4, not PP5.

Manufacturer's & Business Personal Property Appeal Form (BOE-PP5):

Business Equipment consists of all fixed assets owned or controlled and not used in a manufacturing and/or assembly process. Indicate on the appeal form if you are appealing all of the business equipment or just certain items. State your opinion of the market value for the property under appeal.

Manufacturer's Equipment consists of all fixed assets owned or controlled and used in the manufacturing and/or assembly process. This would include, but is not limited to, machinery, tools, dies, and appliances. Indicate on the appeal form if you are appealing all of the manufacturer's equipment or just certain items. State your opinion of the market value for the property under appeal.

You should submit documentation to support your opinion of value of the business and manufacturing equipment with the appeal form so that the board can give full consideration to your appeal. This should include the following:

- (1) A copy of your complete Federal income tax return, including all schedules, which were filed for the most recent calendar year or your fiscal year ending closest to January 1 of the current assessment year;
- (2) A copy of the fixed asset register ledger, depreciation schedule of equipment and all records of leased equipment and/or agreements as of date nearest to January 1 of the current assessment year;
- (3) A copy of your most recent financial statement including all accompanying auditor's notes;
- (4) Copies of any recent (past 5 years) appraisals made on all or any part of the subject property;
- (5) Any other documentation to support your opinion of value.

Vehicles include automobiles, trucks, tractors, trailers, motorcycles, watercraft, aircraft, etc.

The assessor is required by Section 137.115 RSMo 2000 to use the trade-in value from the October issue of the National Automobile Dealer's Association Official Used Car Guide or other information or publications to estimate the market value of vehicles.

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Please list the year, make and model for each vehicle being appealed. This includes all types of automobiles, trucks, motorcycles, watercraft, trailers and/or aircraft.

State the reason(s) for requesting a reduction in market value. Be as specific as possible. Attach additional sheet of paper if necessary.

You should submit documentation to support your opinion of value with the appeal form so that the Board can give full consideration to your request. This could include the following:

- (1) Recent photograph(s) showing the condition of the vehicle(s);
- (2) Documentation (such as the motor vehicle inspection certificate) showing the actual mileage on the vehicle(s) on or around January 1 of the current assessment year;
- (3) Documentation showing cost or estimated cost of repairs (routine maintenance items are not considered) for the vehicle(s);
- (4) A copy of the bill of sale showing purchase price and date of sale;
- (5) A copy of the application for a Missouri title;
- (6) Any other documentation to support your opinion of value.

The appeal form must be signed by the owner or by the owner's agent. Any agent who signs an appeal form must provide an agency authorization form, signed by the owner of the property. The original agency authorization must accompany the appeal form and must specify that it is for the current assessment year.

BE SURE TO KEEP A COPY FOR YOUR RECORDS