



State of Utah

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Utah State Tax Commission

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Executive Director

January 1, 2014

INSTRUCTIONS FOR FILING 2014 ANNUAL REPORT & RETURN OF ASSESSMENT

RURAL ELECTRIC COOPERATIVES

Enclosed is a copy of the property tax Annual Report for the 2014 assessment year. You have two options: (1) file our Annual Report as in the past, or (2) substitute the *Utah Public Service Commission Annual Report for Electric Cooperative Associations* in addition to the audited *Annual Financial Report of the Cooperative or Association*. If the latter option is taken, please attach the front cover of the property tax Annual Report to the complete *Public Service Commission Report*. In either case, please provide the name and telephone number of the person(s) to contact regarding these reports. A copy of your *RUS Form 7* or *CFC Form 7* report is also required. A form to facilitate the exclusion of motor vehicles is enclosed in the property tax Annual Report.

In compliance with Financial Account Standard 142 or 144, please provide any asset impairment studies, reports, or appraisals performed for, in behalf of, or by you or any parent, subsidiary, or affiliate related to any assets included in any reports to the Utah State Tax Commission.

We need complete legal descriptions for all land and complete addresses including city, state, and zip code for all personal property. Please include these in your Return of Assessment. We categorize properties by serial number with section, township, range and acreage whenever possible. If you have further information concerning acreage, or have company cross-reference numbers, please add these to the Return of Assessment. Include addresses, UTM and/or survey coordinates in the property descriptions.

The enclosed Return of Assessment lists your real and/or personal properties by tax area and tax area extension number. Costs listed are as reported on your 2014 Return of Assessment. When preparing your Return of Assessment, if additional tax areas are needed, please adhere to our nomenclature. Please note that we now use the same tax area codes used by the counties. It is Important to include the county number, county tax area number, and the tax area extension number. For a list of counties and their respective number (01 – 29), visit our website at: <http://propertytax.utah.gov/generalinformation/county-information>

Edit the descriptions using red ink to indicate deletions, additions, or changes made during the year 2014. Identify the cost of new acquisitions and the proper legal description on the New Additions form. You may make additional copies of this form as necessary. However, do not use the New Additions form to record changes to existing properties.

Please report construction work in progress by individual property. In order to apportion the operating properties of your company, it is essential you submit to us the cost of personal property material and supplies. This should be reported by location according to our nomenclature. As noted above, we now use the same tax area codes used by the counties, as well as a tax area extension number.

Utah Code Annotated, 1953, 59-2-202 requires all taxpayers subject to assessment by the Utah State Tax Commission to furnish **both the Annual Report and the Return of Assessment**, accompanying this letter, on or before March 1, 2014. The Commission may allow a short extension of time to file if good cause exists to extend the filing deadline. Extensions will not exceed 30 days and written requests will be considered only if received prior to March 1, 2014. Please refer to the Notice included in the Annual Report.

Unless an extension has been approved, if **either the Annual Report or the Return of Assessment** is incomplete and/or received after March 1, 2014, it will not be considered timely filed and may be subject to a penalty. For failure to furnish both statements as required, or other information considered necessary to determine valuations for assessment purposes or for the apportionment of the assessment, the statute noted above provides for a penalty of 10% of the estimated tax due but not less than \$100, up to a maximum of \$50,000.

If you have any questions regarding the above, please contact the Property Tax Division at (801) 297-3600.