Business Personal Property Filing

Are you in business? If so, you are required by the State of Missouri to file a business personal property return with the Assessor’s office. If you did not file a return in the past, email [assessor@sfcgov.org](mailto:assessor@sfcgov.org) or call *573-756-1878* and one will be mailed to you. Renditions can also be emailed to [assessor@sfcgov.org](mailto:assessor@sfcgov.org).

Missouri Revised Statutes Section 137.122 states “to establish uniformity in the assessment of depreciable tangible personal property, each assessor shall use the standardized schedule of depreciation in this section to determine the assessed valuation of depreciable tangible personal property for the purposes of estimating the value of such property subject to taxation under this chapter”. “Depreciable tangible personal property in all recovery periods shall continue in subsequent years to have the depreciation factor last listed in the appropriate column so long as it is owned or held by the taxpayer.” Equipment is never fully depreciated for ad valorem tax purposes and should never be reported with zero value. If it is in use, it has a baseline value.

Personal property returns are due March 1. Missouri state law Section 137.345 requires a filing penalty to be added to the tax bill of any taxpayer who neglects or refuses to file a personal property declaration. Types of business personal property include, but are not limited to:

* Computers & Peripheral Equipment (desktops, keyboards. scanners. check swipes, telephone systems. etc.)
* Office Equipment (adding machines. answering machines. cash registers. photocopy machines. televisions. etc.)
* Consumer Utilized Equipment (bill change machines, vending machines, washers/dryers. etc.)
* Dies. Molds. & Jigs (assembly fixtures & jigs, bottle fixtures, punch dies, etc.)
* Furniture. Fixtures. & Signs (added light fixtures. animal cages. bookcases. billiard tables. desks. etc.)
* Leasehold Equipment & Improvements (added light fixtures. removable walls. security systems. etc.)
* Machinery & Equipment (bench grinders. bulldozers. bobcats. concrete forms. ladders. forklifts. fitness equipment. etc.)

Personal Property Filing

Personal property forms are mailed each year in January. If you are a residential filer, please consider filing your return online. It’s quick (less than one minute if you have no changes), easy, and gives you immediate confirmation that your return has been filed. Visit our site <https://stfrancois.missouriassessors.com> and follow the link “e-File Personal Property” located on the left side of the web page. Your account number and unique PIN# are listed on the original correspondence sent to you. If you have e-filed before, you will simply receive a postcard with your PIN. Once online, to check your current listed personal property assets, choose the “Personal Property Search” button. If you no longer have this information, please contact our office by phone (573)756-1878, or by email [assessor@sfcgov.org](mailto:assessor@sfcgov.org)  to have this documentation sent to you by email.

If you have a new vehicle to add, please have your VIN (vehicle identification number), date of purchase, and vehicle information on hand. Your social security number, date of birth, or other sensitive information is NOT collected, and the submission is done on a secure site. Instructions and your unique PIN will be included with your filing notice.

To begin filing immediately, choose the “e-File Personal Property” button. The Assessor’s home page is located at: <https://stfrancois.missouriassessors.com>  If you need help, please call us at *573-756-1878* or email [assessor@sfcgov.org](mailto:assessor@sfcgov.org) !

Information for Veterans

The Assessor’s Office appreciates the service and sacrifice of all our veterans. Although some tax benefits are afforded our veterans by the State of Missouri, these benefits have very specific requirements that are subject to confusion. For the benefit of our veterans, a link to the recently revised Missouri Department of Revenue Military Reference Guide can be located [here](http://dor.mo.gov/forms/Military%20Reference%20Guide.pdf).

\*\*Address change form… reference Cape Co Tax Billing Address Change Form\*\*