



# IMPORTANT PLEASE READ!!

A set of **mandated requirements have been established** and must be followed by taxpayers in order for a personal property return to be considered accepted. Returns received that do not meet the below mandated requirements will be returned to the sender.

Failure to submit a sufficiently filed/completed return by March 15th will result in a late filing penalty per ORS 308.296.

## **Mandated Requirements:**

1. File a Confidential Personal Property Return - Form OR-CPPR (included in this mailing) complete with **signature** of person responsible for the return.
2. Property owners or authorized representatives **must** request an electronic asset list by email at [ppreturns@multco.us](mailto:ppreturns@multco.us).
3. Mark an “X” in the provided column next to any assets that have been **disposed** and include disposal details in the comment column.
4. Report **additions** at the bottom of the asset list, the following information must be included:
  - Lessee name
  - Location of the equipment; **must have zip code**
  - Description
  - Unique asset number
  - Year purchased
  - Original cost
5. Submit your completed return (PDF) and **active** electronic asset list to [ppreturns@multco.us](mailto:ppreturns@multco.us)  
[Do not send spreadsheet as PDF, submission will be rejected.](#)

QUESTIONS? Please refer to the enclosed General Information instructions and if you need further assistance, you can reach the personal property section at (503) 988-6332.

Visit our website at <https://multco.us/assessment-taxation>

Interpretation services available.