

Dear Business Owner,

Congratulations on the establishment of your new business, as a new business owner there are some obligations that you need to fulfill as a responsible business owner.

Utah State Legislation requires that each business files an affidavit each year with the Assessor's Office declaring their taxable property. This affidavit allows you to list the equipment and supplies you use for your business. Affidavits are sent at the beginning of each new year. If your business equipment has less than **\$28,400** (2024) in market value then you may be exempt from paying any taxes, **this does not exempt you from filing each year**. Any failure to file can result in fines, interest, estimations, and audits.

Our office searches through State and City business registries, information from leasing agencies, field research, and State Audits to locate any business operating within Utah County. Any change in either status of the business or account information must be reported to us immediately. In addition, if you are closing a business, **you must inform us in writing**, as well as inform the City and State agencies. Failure to do so may keep your account active and additional penalties and interest may accrue.

Please fill out and return the attached form below to:

Utah County Assessor - Personal Property
100 E Center Street, Rm 1105
Provo, UT 84606 or FAX 801-851-8282

If you have any questions about this tax, information can be found on our website at www.utahcounty.gov/ppfile or you can call 801-851-8295 and we will be happy to assist you.

Please Cut Here

NEW BUSINESS INFORMATION FORM

Please Print Clearly

Business Name: _____

Owner Name: _____

Contact Name: _____

Business Address: _____

Mailing Address: _____

Telephone #: _____ **Fax #:** _____

Nature of business: _____

Date business started: _____

E-mail address: _____