

# How to e-File

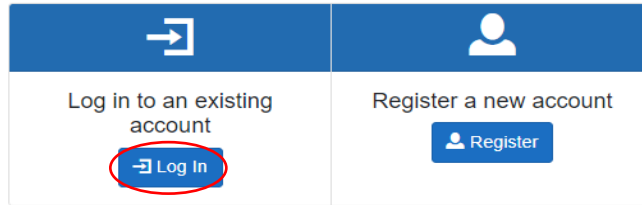
1. Enter the follow site address into web browser. <https://personal.efiling.orcats.com/>
2. Click the “Log In” button from the landing page.



## Confidential Business Personal Property Return eFiling

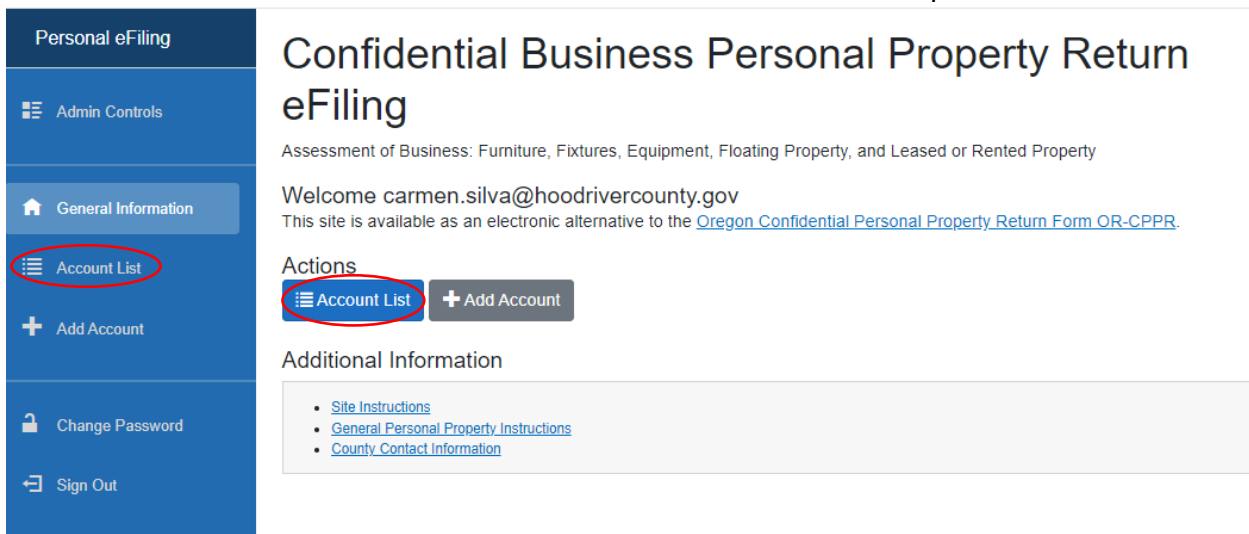
Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

This site is available as an electronic alternative to the [Oregon Confidential Personal Property Return Form OR-CPPR](#).



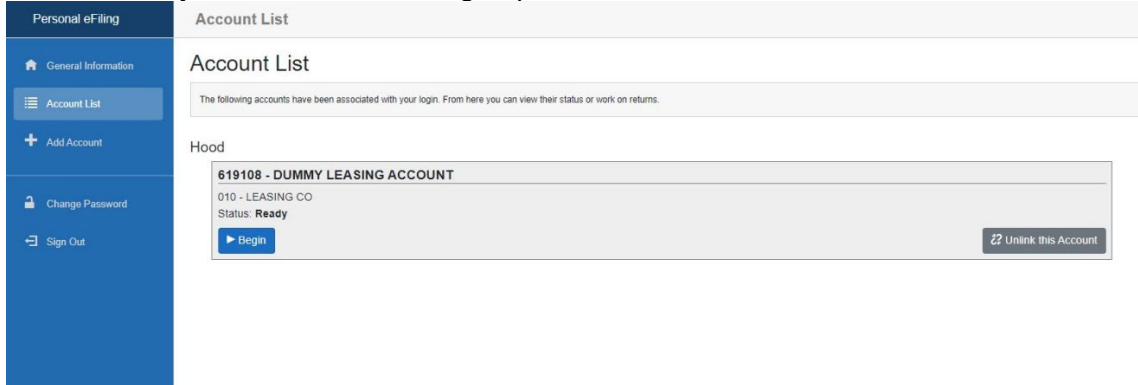
3. Enter the Email and Password used to Register new account and mark the “I’m not a robot” check box.

4. The Main Screen, also known as the General Information page, provides additional information if needed as well as link to a PDF version of the Personal Property Return.
5. Click the blue “Account List” either on the side bar or the blue button to proceed to enter assets.

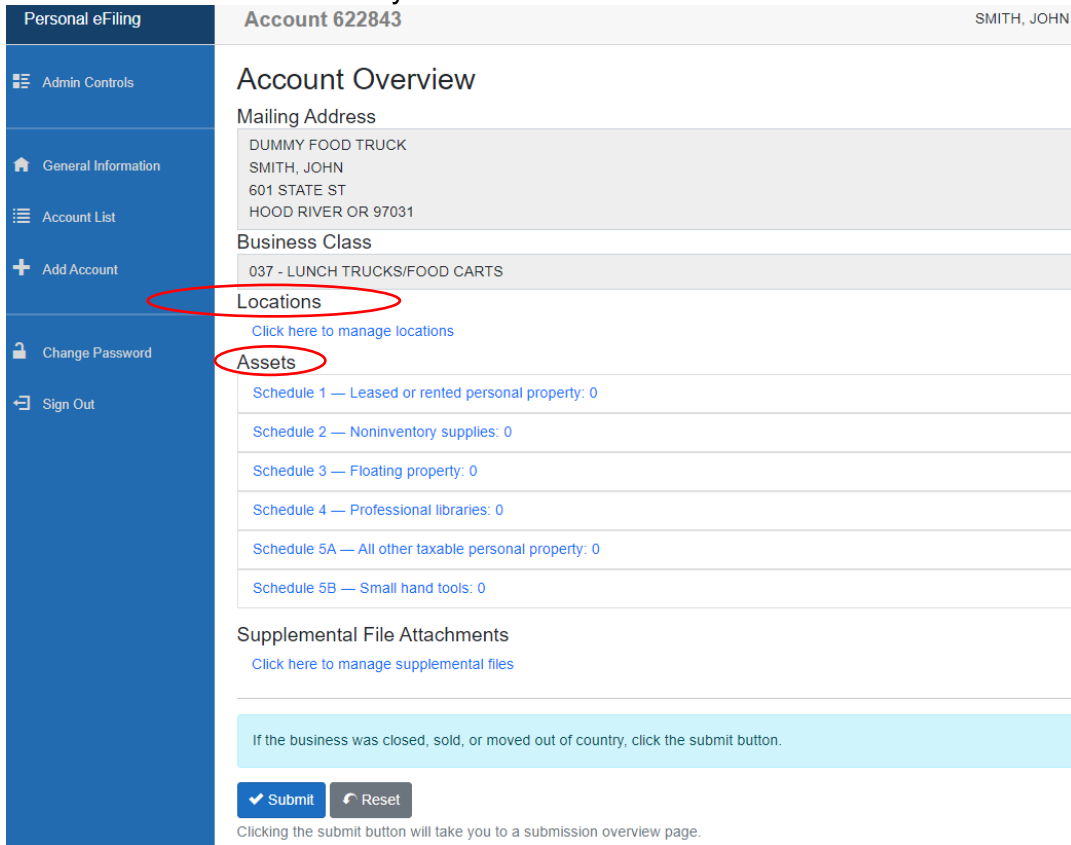


# How to e-File

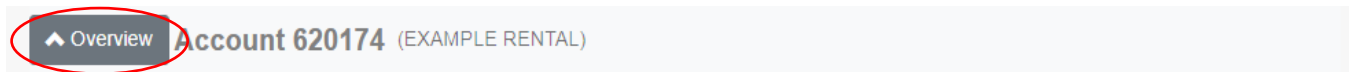
6. Account List: All linked business accounts should be displayed in this window. Click the blue “Begin” on the business you would like to being to process the return.



7. Account Overview: Start by add the Location of where assets are located and begin to go down the schedule list to add assets to your return.



- a. Locations: Enter the complete address of where Assets are located and click the “Overview” tab to return to asset list.



## Locations

Add New Location

Action	Location	Items	Status
<a href="#">X Remove</a> <a href="#">↑ Move Assets</a>	601 STATE ST HOOD RIVER	6	None

# How to e-File

\*The following are examples of how to fill out each schedule if applicable to business.

8. Schedule 1: add equipment that is being leased to or from others. See example below.

^ Overview
Schedule 2 >
Account 620174 (EXAMPLE RENTAL)

## Schedule 1 - Leased or rented personal property

Report all leased or rented items as of January 1.

**Equipment leased to others.** Attach a list showing name and address of lessee, situs of equipment, description, date of acquisition, length of lease, and original cost. If a manufacturer, report real market value rather than original cost.

**Equipment leased from others.** Attach a list showing name and address of lessor, situs of equipment, description, date of acquisition, and original cost. If original cost isn't known, give length of lease and amount of the monthly payment. Advise if included with other assets to avoid duplicate assessment.

Order By Original Order v

### Leased Items

Action	Second Party	Location	Description	Identification	Model Year	Purchase Year	Payer of Taxes to County	Amount of Lease/Rent	Lease Start	Number of Units	Original Cost
+	APPLE	601 STATE ST	SQUARE		2023	2023	Lessor	\$50	02-Mar-2020	1	(Total)

+ Add Item

9. Schedule 2: Noninventory Supplies

^ Overview
Schedule 1 <
Schedule 3 >
Account 620174 (EXAMPLE RENTAL)

## Schedule 2 - Noninventory supplies

As of January 1, report total cost on hand of any taxable item that won't become part of finished goods or won't be directly sold to customers.

For Example:

- General office supplies:** Copy paper, envelopes, pens, stationery, etc.
- Maintenance supplies:** Cleaning supplies, axle grease, etc.
- Operating supplies:** Straws, paper cups, sacks, gasoline, diesel, etc.
- Spare parts:** Repair parts, computer parts, automotive parts, etc.
- Other noninventory supplies:** Items not covered by the other categories.

Order By Original Order v

### 601 STATE ST HOOD RIVER

Action	General Office Supplies	Maintenance Supplies	Operating Supplies	Spare Parts	Other Noninventory Supplies
	\$50	\$200	\$10		

### No Location Specified

Action	General Office Supplies	Maintenance Supplies	Operating Supplies	Spare Parts	Other Noninventory Supplies
+ Add Item (No Location Specified)					

# How to e-File

## 10. Schedule 3: Floating Property.

[^ Overview](#) [Schedule 2 <](#) [Schedule 4 >](#) **Account 620174** (EXAMPLE RENTAL)

### Schedule 3 - Floating property

- Report floating homes as defined in ORS 830.700 if, as of the assessment date of the current assessment year, it is new property or, new improvements have been added to the property tax account since the assessment date of the proceeding assessment year. See ORS 308.149 for definitions.
- Report docks and boat houses.
- Don't include personal licensed boats used only for personal use.

Order By Original Order v

601 STATE ST HOOD RIVER ✕

Action	Registration No.	OMB Number	Name of Vessel	Purchase Year	Owner's RMV
--------	------------------	------------	----------------	---------------	-------------

[+ Add Item](#) (601 STATE ST HOOD RIVER)

No Location Specified ✕

Action	Registration No.	OMB Number	Name of Vessel	Purchase Year	Owner's RMV
--------	------------------	------------	----------------	---------------	-------------

[+ Add Item](#) (No Location Specified)

## 11. Schedule 4: Professional Libraries.

[^ Overview](#) [Schedule 3 <](#) [Schedule 5a >](#) **Account 622843** (SMITH, JOHN)

### Schedule 4 - Professional libraries

Libraries include, but are not limited to, those held by accountants, architects, attorneys, consultants, doctors, health science professionals, other science professionals, surveyors, and title companies. Electronic, mechanical, and other technical professionals should also use this schedule.

- Enter type of library media (books, electronic media, compact discs, tapes, videos, etc.).
- Enter the title of the reported book or set.
- If the item reported is a multiple volume set, select yes or no to indicate if the set is complete or not.
- Enter the number of volumes. If a set, enter the number you have, not the number in the original set.
- Enter cost when purchased.
- Enter the best estimate of the real market value for each item as of January 1. Reporters of law books report the value shown on the schedule published by the Oregon Department of Revenue in cooperation with the Oregon State Bar Association.

Order By Original Order v

601 STATE ST ✕

Action	Type of Library	Title of Book or Set	Is Set Complete?	Number of Volumes	Cost When Purchased
--------	-----------------	----------------------	------------------	-------------------	---------------------

[+ Add Item](#) (601 STATE ST)

No Location Specified ✕

Action	Type of Library	Title of Book or Set	Is Set Complete?	Number of Volumes	Cost When Purchased
--------	-----------------	----------------------	------------------	-------------------	---------------------

[+ Add Item](#) (No Location Specified)

# How to e-File

12. Schedule 5A: It is important that the Model/Purchase year and Cost be added. If listing donated items, be sure to include the Cost Price of what the item is worth.

Overview Schedule 4 Schedule 5b Account 620174 (EXAMPLE RENTAL)

## Schedule 5A - All other taxable personal property

Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.

Order By Original Order

601 STATE ST HOOD RIVER

Action	Description	Identification	Model Year	Purchase Year	Quantity	Cost Each	Purchase Price
	BED		2023	2023	5	\$1,000	\$5,000
	TABLE		2023	2023	1	\$1,500	\$1,500
	RUG	LIVINGROOM	2010	2022	3	\$20	\$60
	DISH WASHER		2022	2023	1	\$1,500	\$1,500

+ Add Item (601 STATE ST HOOD RIVER)

13. Schedule 5B: Small hand tools.

Overview Schedule 5a Submit Account 620174 (EXAMPLE RENTAL)

## Schedule 5B - Small hand tools

Report all small hand tools and non power tools not reported elsewhere. Enter your best estimate of real market value total as of January 1.

Order By Original Order

601 STATE ST HOOD RIVER

Action	Description	Identification	Owner's RMV
	SMALL TOOLS	SCREWS/BOLTS	\$50

+ Add Item (601 STATE ST HOOD RIVER)

No Location Specified

Action	Description	Identification	Owner's RMV
	(No Location Specified)		

## How to e-File

14. Submit Page: Once all locations and assets have been added, you will need to Submit the return. If business has Closed/Sold/Moved be sure to add dates and an explanation as to what happened to the assets. Name of Owner, Name of Business and updated phone number. If Mailing Address has changed, used the blue pencil icon to enter new address. Check the "Agree to Above Statement" prior to signing. Enter the name of person signing return, title, name of person completing return and number of person completing return. Click "Submit" button to upload return.

No personal property to report

Business closed?  Business sold?  Moved out of county?

Taxpayer's declaration

Name of firm/owner  
JANE DOE

Assumed business name of firm assessed  
EXAMPLE RENTAL

Telephone no. (555) 555-5555 Fax no. (555) 555-5555

Mailing Address  
EXAMPLE RENTAL  
123 MAIN ST  
HOOD RIVER OR 97031

New Mailing Address

This return is being filed for

Signature

Under the penalties described in ORS 305.990(4), I affirm that I have examined this return and all attachments. All statements made are true. To the best of my knowledge, all taxable personal property I own, possess, or control, which was in this county as of 1:00 a.m., January 1 has been reported.

Agreement  Agree to the Above Statement

Agreement Date mm/dd/yyyy

Name of person signing return John Smith Title Accountant

Person completing return John Smith Telephone no. (555) 555-5555