



IMPORTANT PLEASE READ

To complete your Return follow these steps

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. Request the asset list early; lists will be sent in the order requests are received. Turnaround time for asset lists may be up to a couple of days depending on number of requests received.
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
Do not send spreadsheet as PDF, submission will be rejected.

A rejected Return may receive a late filing penalty (ORS 308.296). Make sure to fill in Return completely and **sign**.

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.